

RG 104 Entry 21

Box 5

November 16, 1923 To December 24, 1925

Copies of Letters sent to the Director from
the Superintendent of the Denver Mint.

DIRECTOR

FROM

Nov. 16, 1923.

TO

DEC 24, 1925.



MANN'S PARCHMENT COPYING PAPER.

(Trade-Mark Registered in U. S. Patent Office.)

This Parchment Paper is **MUCH STRONGER** and shows a **CLEARER COPY** than any other ever made for the purpose. The ink is **LESS LIABLE TO SPREAD** and the paper can be written upon with a pen.

DIRECTIONS FOR COPYING.

Place a piece of blotting-board under the leaf of Copying Paper; then, with brush, wet the leaf. Take off surplus water with another sheet of blotting-paper; then place the written letter on the leaf, (forcing the blotting-paper under the leaf, to take up any excess of water that may yet remain;) place it in the press, and, in ten or fifteen seconds, a perfect copy will be secured.

The leaf **WILL NOT AN SHRINKER AS SOLE**, if the leaf is placed in the press after drying.

Place oil-sheets between copies just made to prevent blending or setting off.

Another Process when many letters are to be copied.

Prepare a tin or iron box, with lid, to hold 20 blotting-pads—(Boxes furnished, if desired.)

Put half the lot of blotters in water; let them drain off a few moments; then place a dry blotter between each wet one, give them a few moments exposure in Press and they will remain wet for three days; then take an oil-sheet; place it to the left; then lay a wet blotter; then turn leaf of Copying over on blotter; then lay your letter on; then another oil-sheet, and so on; and you can copy all your letters at one time; thereby saving time. With a little care and experience, at first, as to writing, you will be so well pleased, as never to resume the old way.

To copy **TYPE-WRITTEN LETTERS**, the leaves require **MORE MOISTURE** than they do to Copy Letters written with **PEN AND INK**.

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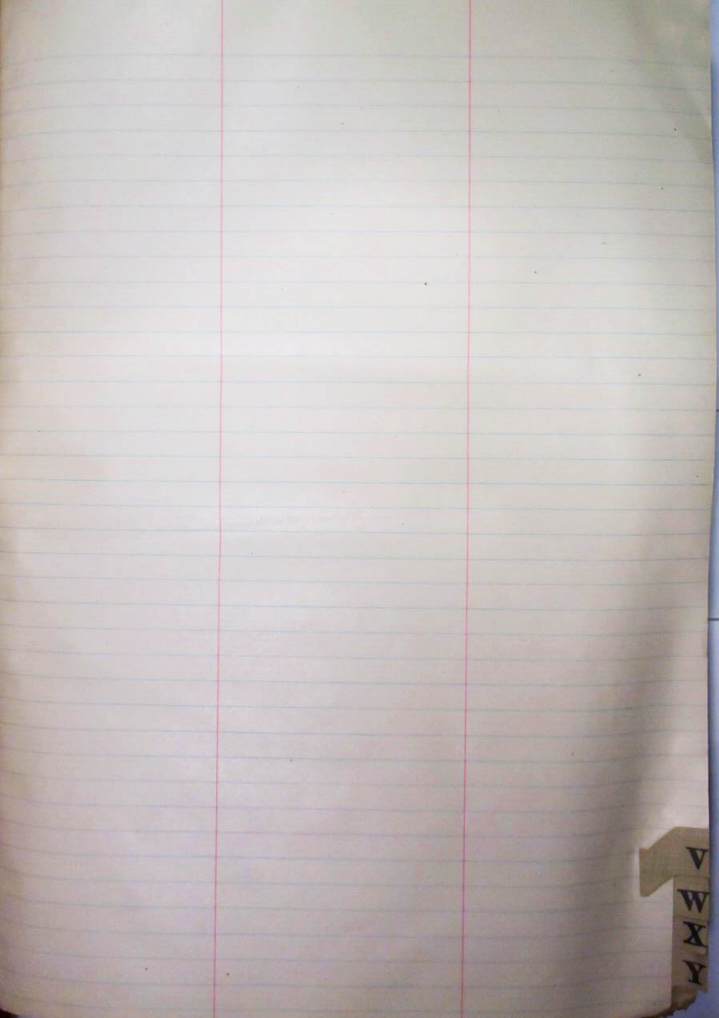
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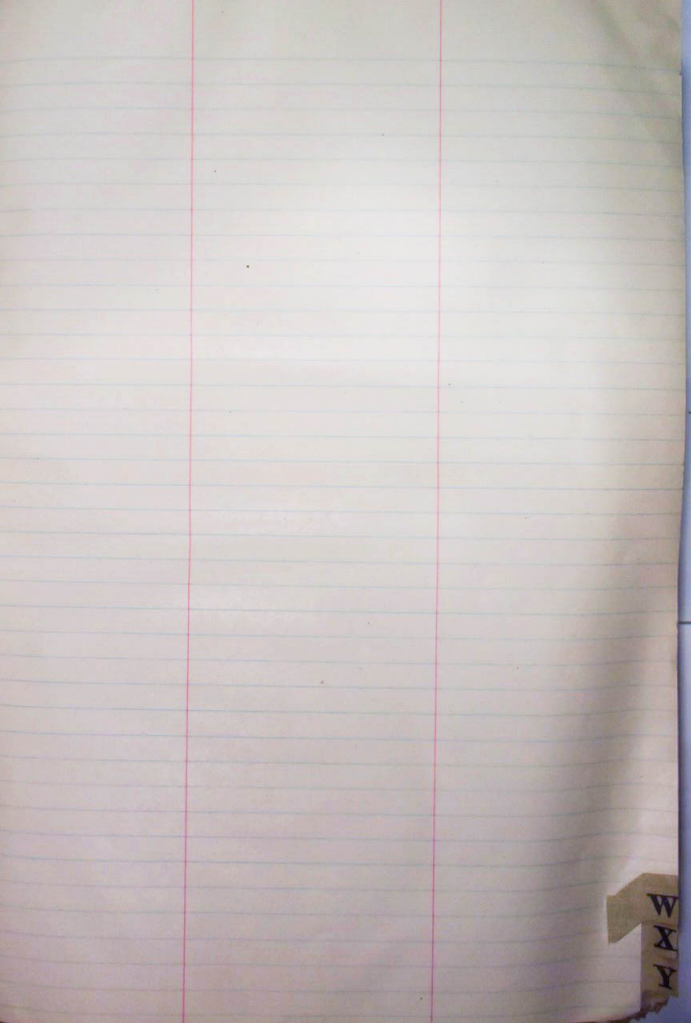
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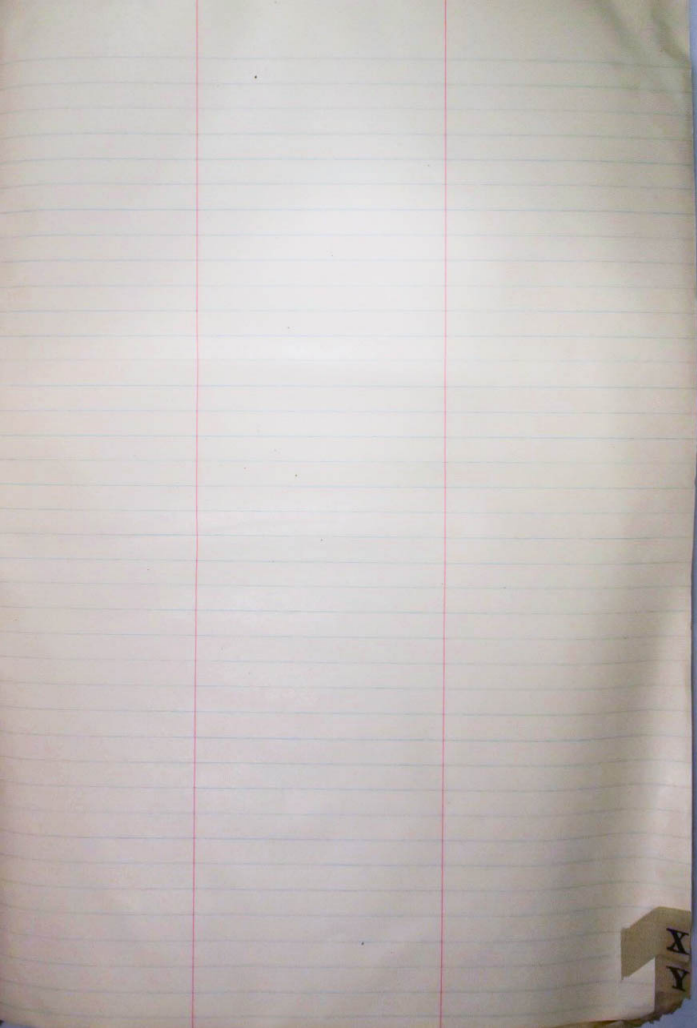
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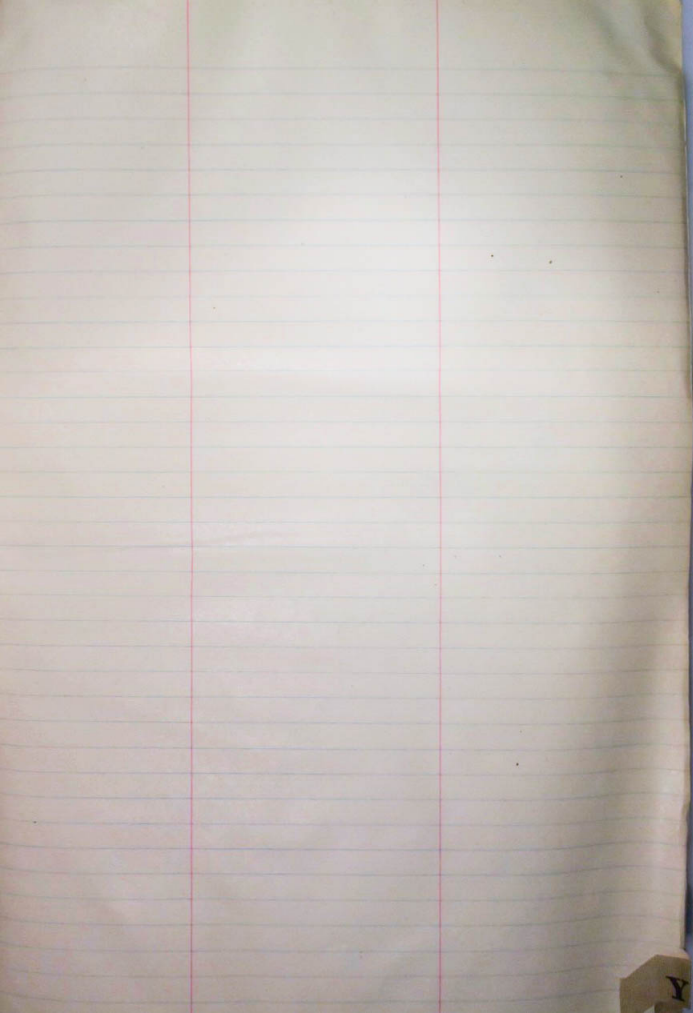


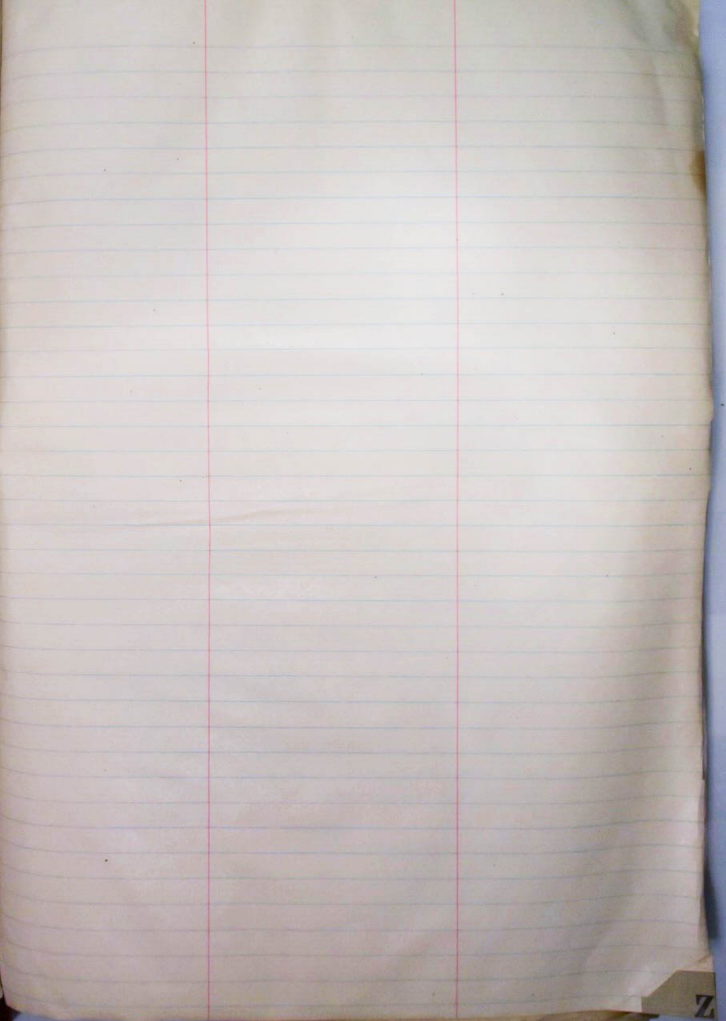
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1
November 16th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the official bond of William
H. Beggs executed in the penal sum of \$1,000 and bearing date
of November 14th, 1923. Premium receipt attached.

I have also to enclose premium receipts on the
official bonds of the following employees:

George M. Hill,	Amount	\$4.05
Fred N. Hume,	"	6.75
Joseph M. Wilson,	"	20.00
William R. Welsh,	"	4.05
S. R. Whitaker,	"	4.05

Respectfully,

E. P. Kelly
Acting Superintendent.

November 16th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I am returning herewith blank form of bond in the penal
sum of \$3,000 forwarded here for execution by John F. Tinker with the
request that the amount thereof be changed to \$2,000 which is the
amount of Mr. Tinker's present bond.

Respectfully,

E. P. Kelly
Acting Superintendent.

x

N I G H T

Denver, Colorado, November 17th, 1923.

The Director of the Mint,
Washington, D.C.

Coinage for week - Two million dollars in double eagles.

Leach
Acting Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

November 19th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bonds executed in the
total sum of \$5,000 each and bearing date of November 16th, 1923,
of the following employees of this institution:

George B. Hill,
Ernest F. Moesser, (insurance receipt attached).

Respectfully,
y.

B. F. Leach
Acting Superintendent.

Denver, Colorado, November 19th, 1923.

Director of the Mint,
Washington, D.C.

One bullion fund check of twelfth bore old symbol number and Treasurer requested to change symbol thereon. All other checks beginning twelfth bear new symbol numbers.

Leach
Acting Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

X

DIRECTOR OF MINT
WASHINGTON, D.C.

NOV 22 1923

PLEASE ARRANGE CREDIT BY WIRE FOR TWO THOUSAND
DOLLARS PUBLIC MONIES CONTINGENT EXPENSES POSTAGE
ON COIN SHIPMENTS.

Leach
SPECIAL DISBURSING AGENT.

GOVERNMENT OFFICIAL BUSINESS
CHARGE U.S. MINT, DENVER.

Director of the Mint,
Washington, D. C.

Nov. 22, 1923

Credit of three hundred seventy seven dollars twenty five cents needed in contingent expenses nineteen hundred twenty three to cover bill paid on seventeenth. Balance November tenth of two thousand sixty one dollars fifty eight cents deposited today. Small bullion account form nine forty eight A. B. C. also account current form nine thirty six in duplicate be made for Grants termination tenth also closing abstracts.

Leach

Special Disbursing Agent.

November 24th, 1923.

The Director of the Mint,
Washington, D. C.

Sir:-

I have to enclose official receipts of the following employees of this institution with premium receipts attached in each case:

John A. Lindhard,	in amount \$5,000.00,	dated Nov. 15th, 1923.
George H. Spencer,	" " 5,000.00, "	" " 19th, 1923.
Elmer S. Smith,	" " 3,000.00, "	" " 9th, 1923.

Respectfully,

E. H. Leach
Chief Clerk.

R I G H T

Denver, Colorado, November 24, 1923.

The Director of the Mint,
Washington, D.C.

Coinage for week - One million dollars in double eagles.

Leech
Chief Clerk.

Official business, Government rate,
Charge U.S. Mint at Denver.

Nov 24 1923

DIRECTOR OF MINT,
WASHINGTON, D.C.

SHIPMENT AWAITS CREDIT IN PUBLIC MONIES ACCOUNT
NO RESPONSE TO MY WIRE NOVEMBER 22.

Leech
SPECIAL DISBURSING AGENT.

(GOVERNMENT OFFICIAL BUSINESS
CHARGE U.S. MINT, DENVER.)

~~XXXX~~

Denver Colorado November 24 1923

Acting Director of the Mint
Washington
D C

Hatheway wired early today over Director's signature request
that he take charge Denver Settlement beginning Monday December third.

Director will mail him transportation order from his train today

Should Hatheway reply here will at once advise you his decision
and also Director en route

As now planned if Shepard's bond promptly approved he will take oath
as Superintendent December first

Leach

Chief Clerk

GOVERNMENT OFFICIAL BUSINESS

CHANGE U S MINT DENVER

November 26, 1923.

The Director of the Mint,
Washington,
D. C.

Sir:

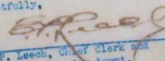
With reference to the assumption on the first proximo of
the Superintendency of this institution by

Mr. Frank E. Shepard,

whose Bond has this day been forwarded for approval, I have to
state, that the balances of all checking accounts under my sym-
bol numbers, will be covered into the Treasury by Certificates
of Deposit with the Federal Reserve Branch Bank of Denver, on
the 31st instant.

Therefore, I have to request, that new symbol numbers for
the appropriation checking accounts, Bullion Fund, Special De-
posit, etc. pertinent to the Bond and accountability of Mr. Shepard
be wired us in time to obviate any delays in the ordinary disburse-
ments of the Mint.

Respectfully,


E. P. Leech, Chief Clerk and
Special Disbursing Agent.

November 25, 1923.

The Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing an Official Bond bearing even date and executed
with the National Surety Company by

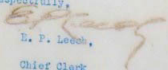
Mr. Frank E. Shepard.

prospective Superintendent of this institution.

The Bond is in the penal sum of One Hundred Thousand Dollars
(\$100,000.00) and receipt for first year's premium is attached to
said instrument.

If you will kindly forward Mr. Shepard's Commission and blank
Oath of Office and advise the approval of this Bond by wire, our ar-
rangement is for Mr. Shepard to subscribe to the Oath December the
first and I will forthwith deliver him his Commission.

Respectfully,


E. P. Leech,

Chief Clerk

[1] enclosure

~~XXXX~~

Denver Colorado November 26 1925

Acting Director of the Mint
Washington
D C

In re your telegram even date advising inadequacy my receipt to late Superintendent respectfully refer you to Director's telegram twelfth and my reply same date

No further allusion to latter until your wire today

Meantime have furnished as requested ad interim bond additional to and same amount as regular bond

Director accepted receipt without hesitancy evidently as meeting terms both his and my telegrams twelfth

Am not clear how I can give unconditional receipt specific amounts unless kindred receipt be given me by new Superintendent prior to settlement which dated I could not advise him to follow

Sincerely desire to subordinate my views to Department's in all matters and at all times but cannot conclude that exercise of ordinary business prudence in assuming liability for very large values can be fairly regarded as cavalier or remissitudinal in any degree

Leech

Chief Clerk and Special Disbursing
Agent.

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

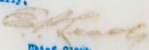
November 26th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

Replying to your letter of the 24th instant, I have to advise that Samuel R. Whitaker's designation and pay was changed from Assistant Foreman at \$5.50 per day to reiter at \$5.00 per day on April 1st, 1923.

Respectfully,


Chief Clerk.

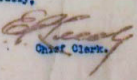
November 26th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I am forwarding under separate cover two sets of assay weights which our scale repairer desires to have checked by the U.S. Bureau of Standards and I have to request that you kindly have this work done.

Respectfully,


Chief Clerk.

~~SECRET~~

NIGHT LETTER

Denver Colorado November 27 1923

Acting Director of the Mint
Washington D C

Referring your telegram twenty seventh can give such receipt as you indicate if can.
 Insert in first line words quote for continued Mint operations end of quote or such
 other phrase as you may prefer calculated to protect me in absence of actual audit

Anxious to aid and expedite in this and all matters

GOVERNMENT OFFICIAL BUSINESS
 CHARGE U S MINT DENVER COLORADO

Leech
 Chief Clerk and Special Disbursing
 Agent

November 30, 1923.

The Director of the Mint,
 Washington, D.C.

Coinage for week - One million dollars in double eagles.

Coinage for month - Six million dollars in double eagles.

Total seven million dollars.

Official business, Government rate,
 Charge U.S. Mint at Denver.

Leech
 Chief Clerk.

~~SECRET~~

Denver Colorado December 1 1923

Miss M. M. O'Reilly
Acting Director of the Mint
Washington
D C

Lesch willing to give unconditional receipt specific amounts for all coin and other values in storage vaults and cashier's office charged directly to Superintendent

This will leave all bullion, coin in process outside main storage vaults but in vaults of operative departments chargeable to me until final receipt after settlement of Shepard

Bookkeeper will execute ad interim bullion accounts for Lesch charging him therein with balances there assumed by him and charging me with the remainder

When can wire approval Shepard's bond be expected also commission with blank oath?

R. J. Grant
Director of the Mint

GOVERNMENT OFFICIAL BUSINESS

CHARGE U S MINT DENVER

FAST TELEGRAPH

XXXX

Denver Colorado December 1 1923

Acting Director of the Mint
Washington D C

A number of coin shipments ordered by Treasurer for Monday third

All appropriation balances special checking funds charges etcetera deposited
through Reserve Bank yesterdayKindly arrange wire credit Monday two thousand dollars public moneys contingent
expenses for postage coin shipments and other immediate credits as you may determine
when Mr. Shepard assumes SuperintendencyLeachGOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

Chief Clerk

December 3rd, 1923.

14

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that two copies of G.S.C. Form
No. 10 - Open Market Purchase Report - be forwarded for the
use of this institution, sample enclosed.

Respectfully,

W. H. Clegg
Chief Clerk.

Denver, Colorado, December 5th, 1923.

The Director of the Mint,
Washington, D.C.

d

Continued orders from Treasurer to ship coin held up awaiting requested wire
credit for postage on coin shipments. Can you expedite advice.

Superintendent
Superintendent.

Official business, Government rate,
charge U.S. Mint at Denver.

December 5th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I am returning under separate cover 1-11/12 dozen each Remington and Underwood record typewriter ribbons, recently received on our requisition for stationery, with the request that copying ribbons be supplied in lieu thereof.

Respectfully,

Superintendent.

XXXX

Denver Colorado December 5 1923

Director of the Mint
Washington D C

Present order coin shipments more than exhaust credit received wire today
kindly arrange additional wire credit twenty five hundred dollars

Very much off local business
Sincerely
Wm U S Mint Denver

Shepard

Superintendent

December 7th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following change was made
in the personnel of this institution during the month of November 1923.

Robert J. Grant, Superintendent at \$4500 per annum, resigned Nov. 11th.

Respectfully,

James C. Bond

Superintendent.

INSTRUCTIONS.—Observe T. S. Hall, and Department Circular No. 88. Report all leave taken by employees in previous month on first working day of the month. Amount of all leave to be kept in office of Lead Field Office on Departmental Blank Form 2121. This Report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designation.

NAME	ANNUAL						SICK		WITHOUT PAY				MILITARY		REMARKS
	CURRENT MONTH			TOTAL FROM JAN. 1.			CON- VICT MONTH	TOTAL FROM JAN. 1.	CURRENT MONTH		TOTAL FROM JAN. 1.		CON- VICT MONTH	TOTAL FROM JAN. 1.	
	DAYS	HRS.	MIN.	DAYS	HRS.	MIN.	DAYS	HRS.	DAYS	HRS.	DAYS	HRS.	DAYS	HRS.	
Supt M & R															Workmanship.
Milson, J.W.,				17	3										-
Supt Coining,															-
Wells, J.C.,				23											-
Chief Clerk,															-
Leech, E.P.,				11	30		3								-
Cashier,															-
Phillips, B.M.,				29	3		9								100
Assist Assayer,															100
Bowen, W.F.,				17											95
Assayer's Assist															100
Hall, R.E.,	5	30	29	3	15		5								100
Assist M & R															100
Malmstrom, C.C.,	3	30	26	7	45		1								100
Bookkeeper,															100
Dunkle, H.J.,				30	26	6									100
Weigh Clerk,															100
Brierley, C.F.W.,	1	45	22	6	45		6								100
Clerks, Class 5,															100
Hinrichs, Oscar,	5		23	5	15	2	5								100
St. John, Farman,	1	30	27	1	45		4								100
Assist Cashier,															100
Ford, E.C.,				29		45									100
Clerks, Class 4,															100
Belknap, Fred D.,	3	30	23	6	30										100
Muncaster, W.P.,	4		29	5	30	1	1								100
Whitney, G.R.,	1	45	29	5		2	7								100
Clerks, Class 3,															100
Krueger, C.H.,	3	30	27	1	30		2								100
Spencer, G.N.,				29	5		2								100
Private Secy.,															100
Platt, Virginia,				25	3	30	11								-
Capt of Watch,															100
Smith, C.H.,					7										100
Weighers,															100
Cobbey, J.W.,	1	30	25												90
Pockett, J.H.,				26			6								95
Chief Elec & Foreman,															100
White, M.H.,				26											100
Doorkeeper,															100
Leykam, Joseph,				25											100
Fireman in Chg															100
Burris, B.J.,				22	4										100
Foreman,															100
Borstadt, George, Jr.,				20	1	45	4								100
Brady, Daniel,				6	3	30									100
Frewing, F.W.,				25	3		1	5							100
Hempel, P.R.,				24	4										100
Ryan, Patrick,				23	6	30									100
Stoddard, X.T.,				26	5	30									100
Tucker, F.W.,	2	30	23	7	30		5								100

NAME.	CURRENT MONTH.			TOTAL FROM JAN. 1.			CURRENT MONTH.			TOTAL FROM JAN. 1.			CURRENT MONTH.			TOTAL FROM JAN. 1.			REMARKS.
	DATE.	DEB.	CRED.	DATE.	DEB.	CRED.	DATE.	DEB.	CRED.	DATE.	DEB.	CRED.	DATE.	DEB.	CRED.	DATE.	DEB.	CRED.	
Guards,																			Workmanahip
Felts, T.S.,				25	1	30													18
French, H.W.,				25					1										90
Burd, Joseph,				25			25		27										90
Martin, G.W.,				23					10										100
Newton, Allen,				23															95
Welsh, J.F.,				25															95
Helpers,																			95
Arnold, R.O.,				1		30													95
Bucher, G.J.,				25	1														90
Campbell, W.G.,		3	30	26	5	30			16										100
Dexter, A.J.,				23	7														100
Guthner, A.L.,		3	45	25	6	15													90
Hall, J.R.,				26	3		1	2											95
Ligon, Asa,				23															100
McClung, B.F.,				25	1			9											95
O'Connell, H.M.,		3		24	2			1											95
Smith, E.G.,				25	3			25											95
Smith, E.S.,				23	2			4											95
Wilcox, S.B.,				26		30		17											95
Laborers																			95
Robinson, A.W.,				25	3	30	2	5											90
Webb, A.M.,				25	7		2	6											95
Williams, Lon,				25	3	30		2											90
Melters,																			100
Asakind, Harry,				26	3	30		1											90
Bush, W.M.,				23	3			2											95
Dardis, W.N.,				25	5	45		12											90
Donahue, J.J.,				25				2											100
Burns, F.N.,				26	4		2	7											95
Lindhard, J.A.,		4		24	5	30		1											100
Welsh, W.R.,		1		25	5														95
Whitaker, S.R.,		1		26	1	30		5											95
Scale Repairer,																			100
Moessner, E.F.,		2	30	26				1											100
Sk. Workmen,																			100
Becke, W.H.,		4		25	2	30													100
Bell, K.G.,		3		25	5	30	1	6											100
Cain, James,		2	30	26				1	6										100
Cogan, J.G.,		1	45	30				27											95
Halden, R.L.,		1		24	3		1	7											90
Hill, G.M.,			30	25	7	30		3											95

Superintendent.

December 7, 1923.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 24th ultimo, inviting attention to certain items in the Accounts for Quarter ended September 30, 1923, I take them up in the order of your notation:

Schedule of Special Assay Collections for August has now been forwarded by the Bookkeeper.

You are correct in the statement, that the Account Current balance for gold assay coins should have been \$18,300.00. The Bookkeeper states, that this amount, however, was properly shown on the statement of Assets and Liabilities for September 30th.

The illegibility of some figures on Abstract Sheets after press copying, has been called to the attention of the Abstract Clerk, who will endeavor to avoid this criticism in future.

Effort has been made since receipt of instructions to which you refer, to have the melting charges when made up of levies on a number of bars, plainly shown. As to Deposit No. 12, the charges for M 35-1 and M 35-2 were grouped, being imposed on 1605.86 ounces, total \$1.70, while the single bar M 36 weighed 634.27 ounces, making the charge \$1.00, and the total melting charges \$2.70. The charges on this deposit were entered on Abstract in total \$2.70 made up as above stated on account of separate lot numbers, but on the Assay Certificate the Memo. was made as you state. In future the Certificate will not bear this Memo, but will separate thereon each lot number when there are various items in one deposit.

July Voucher No. 309, favor Bethlehem Steel Company, - the Company's letter accepting Mint proposal was all the supporting correspondence on hand as their quotation and its acceptance, were verbal arrangements between the Company's Agent at Denver and the late Superintendent.

In re Voucher No. 317, favor of C. C. Malmstrom, - Mr. Malmstrom left Washington June 9th at 5 P. M. arriving at New York 9:30 same day. He left New York June 17th at 3:30 P. M. arriving Philadelphia

5 P. M. same day. Left Philadelphia 6 P. M. July 5th arriving Chicago July 6th about 9 P. M. Left Chicago July 8th at 5 P. M. arriving at Denver July 9th 7:30 P. M. Mr. Halmstrom thinks the laundry voucher for fifty cents was included with his account, but if not, has evidently been lost.

I enclose copy of Bureau authority Voucher No. 323, in favor of Underwood Typewriter Company, for the purchase of one typewriter.

Voucher No. 324, favor of General Chemical Company, - date of Contract erroneously stated. It should have been July 11, 1922.

Voucher No. 328, in favor of the Bristol Company. There was no dealer's quotation as this was of the Company's exclusive manufacture and not on sale by Agents. Authority was presumed to be included in Bureau's general instructions to expedite refurnishing and reopening of our Refinery.

Voucher No. 1, Favor of General Chemical Company, - statement that purchase was made under contract of July 10, 1923, is correct. This is the Contract upon which we are at present operating and, with others for annual supplies, was duly forwarded the Bureau after award made under Bureau's letter of July 5th, 1923.

Same explanation for Voucher No. 4, favor of R. Kell for ash hauling at \$2.75 per double-horse load.

As to Voucher No. 36, favor of Wensley Metal Products Company. This Company is the exclusive manufacturer of lead pipe of this character in Denver. A more favorable price could be secured from said Company than from dealers purchasing from it.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

December 8th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that the designation and compensation of the following employees of this institution be changed as noted and that the same be made effective from December 16th, 1923:

Patrick Ryan, at present employed as foreman of the ingot melting room at \$7.00 per day, be demoted to the position of melter at \$5.00 per day.

William M. Bush, at present employed as melter at \$5.00 per day, be promoted to the position of foreman of the ingot melting room at \$6.50 per day.

Kerxes T. Stoddard at present employed as foreman of the refinery melting room at \$6.00 per day be increased to \$6.50 per day without change in designation.

I have to enclose the recommendation of the Superintendent of Melting & Refining Department regarding said changes in the premises.

Respectfully,

John E. Stoddard
Superintendent.

x

NIGHT

Denver, Colo., December 8, 1923.

Respectful of the Mint,
Washington, D.C.

Gold for week - One million dollars in double eagles.

John E. Stoddard
Superintendent.

Off. business, Government rate,
Charge U.S. Mint at Denver.

X

NIGHT

Denver, Colorado, December 10, 1923.

Director of the Mint,
Washington, D.C.

Request authority to expend one hundred two dollars for thousand pounds potassium
nitrate. + ²1.55 for 1000 feet Mexican *Shepard* clear No 1 lumber.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

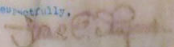
December 14, 1923.

The Director of the Mint,
Washington,
D. C.

Sir:

If provision has not already been made for the
coming year's coinage dies, I have to request ten
(10) obverse double-eagle dies, dated 1924.

Respectfully,



Frank E. Shepard,
Superintendent.

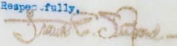
December 17th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

Complying with the request contained in your letter of
of the 10th instant, I am returning herewith Form No. 373, abstract
of the official record of John T. White, formerly carried on the rolls
of this institution and transferred to the office of the Secretary
of the 13th U.S. Civil Service District on June 30th, last.

Respectfully,



Superintendent.

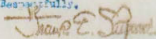
December 16th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that Mr. Joseph H. Puckett, weigher in the Assay Department of this institution, will be 70 years of age on January 31st, 1924, having been born on February 1st, 1854. He will therefore be eligible for retirement on the first mentioned date and as he does not wish to apply for continuance in the service, will you kindly forward any blanks that may be necessary for execution in the premises in order that all provisions of the Retirement Act may be complied with.

Respectfully,



Superintendent.

December 20th, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the official bond of John F. Tinker executed in the penal sum of \$2,000 and bearing date of December 4th, 1923.

I have also to enclose premium receipts on the official bonds of the following employees:

George F.W. Brierley,	in amount,	\$6.75
William G. Campbell,	"	1.35
R.E. Hall,	"	5.00
Edward P. Leech, (As Special Disbursing Agent)	in amount	\$5.00
Patrick Ryan,	in amount,	6.75
Albert W. Robinson,	"	1.35

Respectfully,

Frank E. Shepard

Superintendent.

December 21st, 1923.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oaths of office bearing date of the
19th instant of the following employees of this institution:

William M. Bush.

Patrick Ryan.

Respectfully,

John E. Tappan

Superintendent.

December 21, 1923.

Director of the Dept.
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending January 31st, 1924, I have to request, that a requisition be drawn upon the Secretary of the Treasury against the Appropriation made for the support of this institution for the fiscal year ending June 30th, 1924, in the following amounts, with which I am to be held accountable under my Bond, dated November 26th, 1923:

Salaries of Officers and Clerks	\$3,500.00
Wages of Workmen	8,300.00
Increased Compensation Allowed	1,600.00
Contingent Expenses	<u>2,600.00</u>
Total:	\$16,000.00

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

December 26, 1924

Director of the Mint,
Washington,
D. C.

Sir:

Referring to the initial receipt of coinage dies for 1924,
I have to request in addition thereto,

10 double-eagle obverse dies.

Respectfully,

Frank E. Shepard,
Superintendent.

Denver, Colorado, December 29th, 1925.

The Director of the Mint,

Washington, D.C.

Coinage for week - One million four hundred twenty five thousand dollars in
double eagles.

Coinage for month - Three million four hundred twenty five thousand dollars in
double eagles.

Superintendent.

Official business, Government at rate,
Charge U.S. Mint at Denver.

January 2, 1924.

The General Accounting Office,
Civil Division,
Washington,
D. C.

Sirs:

Referring to your Form Fiscal Officers Certificate, No. C - 4278 - T Sheet 2, Advisory Paragraph I have to say, that the Bookkeeper of this institution inadvertently omitted on Account Current the two (2) deposits under "Contingent Expenses, Public Monies, 1923" of \$429.75 and \$220.00.

Regretting his omission I remain,

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

January 2, 1924.

Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 26th ultimo (#) you are advised, that the excess of purchases for the refinery here over those intended for the remainder of the building, has been due to the necessity of practically re-equipping the refinery. The principal disbursements have been for electrical equipment, tanks, jars, etc., electrical power acids and fuel oil.

The ordinary purchases (aside from refinery) have been unusually low for the past five months because of the fact, that we entered the fiscal year well supplied with our more vital and expensive requirements. We have bought no copper or crucibles so far this year.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

January 6th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made
in the personnel of this institution during the month of December,

1923:

appointments.

Frank E. Shepard, Superintendent at \$4,500 per annum, date of oath, Dec. 3rd.

Promotions.

Wm. M. Bush, from melter at \$8.00 per day, to Foreman, Ingot Melting Room
at \$6.50 per day, effective December 16th; oath dated December 10th.

E. T. Stoddard, Foreman, Refinery Melting Room, increased from \$6.00 per
day, to \$6.50 per day, effective December 16th.

Demotions.

Patricio Ryan, from Foreman Ingot Melting Room at \$7.00 per day to Melter
at \$6.00 per day, effective December 16th; oath dated December 19th.

Respectfully,

Frank E. Shepard
Superintendent.

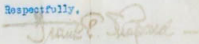
January 9th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to the enclosed blank form of bond received here for execution by Kate E. Kennedy, I have to advise that Mrs. Kennedy was placed on the retired list January 28th, 1921.

Respectfully,

A handwritten signature in brown ink, which appears to read "Frank P. Shepard", is written over a horizontal line.

Superintendent.

United States Mint

PLACE DENVER, COLORADO, JANUARY 8TH, 1924. 711

INSTRUCTIONS.—Observe U. S. Mail, and Department Circular No. 205. Report all leave taken by employee in previous month on first working day of the month. Record all leave in kind in office of Local Post Office on Departmental Stock Form 512. This Report to be prepared on typewriter (ten points) and forwarded to administrative office in Washington. Arrangements subjectively by designation.

NAME.	ANNUAL						DCK.		WITHDRA PAY.				MILITARY.		REMARKS.		
	CURRENT MONTH.						TOTAL FROM JAN. 1.		CURRENT MONTH.		TOTAL FROM JAN. 1.		CURRENT MONTH.			TOTAL FROM JAN. 1.	
	DATE.	MON.	TUES.	WED.	THUR.	FRI.	DATE.	MON.	DATE.	MON.	TUES.	WED.	THUR.	DATE.		MON.	
Supt M & R																	Workmanahip
Nelson, J.W.					17	3											-
Supt Coining.																	-
Wells, J.C.					23												-
Chief Clerk.																	-
Leah, E.P.					11	30		3									-
Cashier.																	100
Phillips, B.H.					29	3		3									100
Assist Assayer																	95
Swan, W.E.	9				26												100
Assayer's Assist.																	100
Hal, R.E.					29	3	15	5									100
Assist Supt M & R																	100
Malmstrom, C.C.	2				27	1	45	1									100
Bookkeeper																	100
Danala, H.H.	1	1			30												100
Weigh Clerk.																	100
Bridley, C.E.W.					22	6	45	6									100
Clerks, Class 5.																	100
Hirrich, Oscar.	1	3			25	1	15	5									100
St. John, FURNUM.					27	1	45	4									100
Assist Cashier.																	100
Ford, E.C.					29		45										100
Clerks, Class 4.																	100
Beknap, Fred D.	1	3	30	24	3												100
Munnater, W.P.				30	29	6		1									100
Whitney, C.R.			1	30	29	6	30	11									100
Clerks, Class 3.																	100
Kruger, C.H.			6	30	26			2									100
Spencer, G.H.			1		29	6		2	4								100
Private Secy.																	-
Platt, Virginia.					25	3	30	11									100
Capt of Watch.																	100
Smith, G.H.	16				18	7											100
Weighers.																	100
Gibbey, J.W.	1				26												65
Buckett, J.H.					26			6									90
Chief Elec & Foreman.																	100
White, M.E.			2		26	2											100
Bookkeeper.																	100
Layman, Joseph.					25												100
Fireman in Charge.																	95
Burris, B.J.					22	4											100
Foreman																	95
Borstadt, George, Jr.	2				22	1	45	4									100
Brady, Daniel.	20				26	3	30										95
Frosting, F.E.					25	3		5									100
Hempel, P.R.	1	2			23	6											100
Ryan, Patrick.	1				27	6	30										100
Stoddard, J.E.	1	2	30	30													100
Wacker, F.W.					23	7	30										100

LANDING

BOYS

BOYS

MILITARY

REMARKS

34

NAME	CURRENT MONTH			TOTAL FROM JAN. 1.			BOYS		BOYS		MILITARY		REMARKS
	DATE	NO.	NO.	DATE	NO.	NO.	DATE	NO.	DATE	NO.	DATE	NO.	
Guards				23	1	40							90
Foltz, T.E.				25			1	2					90
French, H.E.				30			3	30					100
Hurd, Joseph.	5			23				10					95
Martin, G.W.				23									95
Newton, Allen.				25									95
Welsh, J.F.				25									95
Helpers,				3	30								100
Arnold, R.C.	2			25	1		1	1					85
Bucher, G.J.				26	5	30	4	22					95
Campbell, W.C.				24	6								100
Duxter, A.L.	7			26	6	15							95
Guthner, A.L.	1			26	4			2					95
Hall, J.E.	1			23									95
Ligon, Aaa.				27				9					95
McClung, B.F.	2			24	2			1					95
O'Connell, H.M.				25	3			25					90
Smith, E.G.				23	2			4					95
Smith, E.S.													95
Wilcox, B.E.	3	7		26	3	30		5					90
Laborers,				25	7			6					95
Robinson, A.W.				25	3	30		2					90
Webb, A.M.													95
Williams, Len.				23	5			4					100
Lieut. of Watch.				27	4	30		1					100
Kiedinger, Peter.	1	1		24	3			2					100
Melters,				29	5	45		12					95
Buskind, Harry.	1			25				2					95
Bush, W.M.	1												95
Dardis, W.N.	4			25	5	30		1					100
Donahue, J.J.				26	4			7					95
Hume, F.M.				25	5	30		1					95
Lindhard, J.A.	1			27	2	30		6					100
Welsh, W.R.	4			26	2	30	11	2					100
Whitaker, S.R.	1	1		26	2	30							100
Scale Repairer,													100
Moessner, E.F.	2	30		25	2	30							100
Sk. Workmen,													95
Beers, W.H.	1			30	25	6		6					100
Bell, K.O.													95
Cain, James.	1	30		27	30			6					85 ill health
Cogan, J.C.				26	3		7	14					90
Holden, R.L.													

[illegible]

January 14th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Hugh M. Connors, at present employed as Temporary Humid Assayer at \$6.00 per day, be appointed Weigher in the Assay Department of this institution at \$1600 per annum, vice J. B. Puckett to be retired on February 1st, next, and that this appointment be effective on that date.

Mr. Connors has been employed here in the Assay Department - with the exception of about two months - since August, 1922, during which time he has done considerable weighing in addition to his humid assaying and his services have been very satisfactory and I feel that his experience renders him a desirable successor to Mr. Puckett, his appointment, of course, being subject to such examination by the Civil Service Commission as may be deemed necessary in the premises.

Respectfully,

Stan E. P.

Superintendent.

January 11th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that 20 obverse nickel dies be manufactured for the use of this institution and forwarded as early as convenient.

Respectfully,

Superintendent.

January 24, 1924.

Director of the Mint,
Washington, D. C.

Kindly arrange wire credit five hundred dollars wages fund.

Necessary for next pay roll.

Frank H. Shepard
Superintendent.

Govt. Official Business
Charge US Mint, Denver.

January 25, 1924.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending February 29th, 1924, I have to request, that a requisition be drawn upon the Secretary of the Treasury against the Appropriations made for the support of this Mint, for the current fiscal year, in the following amounts, with which I am to be held accountable under my bond dated January 14th, 1924:

Salaries of Officers and Clerks	\$3,700.00
Wages of Workmen	9,500.00
Increased compensation allowed	1,200.00
Contingent Expenses	5,000.00
Total	\$20,000.00

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

January 29, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I will thank you to have the Mint at Philadelphia manufacture for the use of our Assay Department, fifty (50) ounces proof gold, to be forwarded as soon as possible.

Respectfully,

Frank E. Shepard,
Superintendent.

January 29th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to your letter of recent date authorizing me to appoint two or three additional employees at this institution, I have this day requested Vivian S. Murphy to report for duty here on February 5th, 1924, in accordance with Civil Service Regulations, he having been furloughed for lack of work on January 31st, 1923, as a helper at \$4.50 per day, the rating given him being - Workmanship 95; Conduct 100.

Respectfully,

Frank E. Shepard,
Superintendent.

January 31, 1924.

Director of the Mint,
Washington, D.C.

Coinage for month: Six million dollars in double eagles and forty thousand dollars in dimes.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

January 31st, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Patrick J. Kennon and Charles J. Blanchard be appointed temporary helpers at this institution with compensation at the rate of \$4.50 per day, each, effective from date of oath.

These names have been furnished me by the Secretary of the 13th U.S. Civil Service District.

Respectfully,

Superintendent.

41
February 2, 1924.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending February 29th, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury against the Appropriations made for the support of this Mint, for the fiscal year ending June 30, 1924, - in the following amounts, with which I am to be held accountable under my Bond dated January 14th, 1924, and approved as of date February 1st, 1924:

Salaries of Officers and Clerks	\$4,000.00
Wages of Workmen	10,000.00
Increased Compensation allowed	2,000.00
Contingent Expenses	<u>8,000.00</u>
Total	\$ 24,000.00

(This requisition in lieu of one dated January 25th, 1924, under same Bond.)

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

February 2, 1924.

Director of the Mint,
Washington,
D. C.

Sir:

I am returning herewith Bond executed by

Paul R. Hempel

in the penal sum of three thousand dollars (\$3,000.00).

I would observe that the surname is misspelled as the name Hempel should contain the single "l". The amount of the Bond is also incorrect. Mr. Hempel is the foreman of the press room and has always given a bond of five thousand dollars (\$5,000.00). The helpers in this Department are bonded for three thousand dollars (\$3,000.00).

Respectfully,

Frank E. Shepard,
Superintendent.

(1) enclosure

February 4th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request authority to purchase one No. 12 Remington typewriter, carriage "B", (14") for the use of the Coining Department of this institution, and desire to deliver in exchange one Remington typewriter No. 10, Serial No. RL 8827.

Respectfully,

Superintendent.

February 4th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oaths of office of the following
employees of this institution bearing dates as indicated:

Rugh M. Connors,	do	dated February 1st, 1924.
Patrick J. Kennon,	do	1st, 1924.
Charles J. Blanchard,	do	4th, 1924.

Respectfully,

Frank E. Shepard
Superintendent.

February 4, 1924.

Treasurer of the United States,
Washington,
D. C.

Sir:

Referring to your letter of the 1st instant [WJW] I have
to advise you, that our stock on hand of Cents, Coinage of
1922, amounts to forty-eight thousand eight hundred dollars,
(\$48,800.00).

Respectfully,

Frank E. Shepard
Superintendent.

X

NIGHT

Denver, Colorado, February 4th, 1924.

The Director of the Mint,
Washington, D.C.

Request authority to expend three hundred sixty dollars for two tons
granulated zinc and one hundred sixty dollars roll eight pound lead.

James E. [Signature]
Superintendent.

Official business, Government rate,

Charge U.S. Mint at Denver.

February 7th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following change was made
in the personnel of this institution during the month of January,
1924:

J. H. Fuskett, weigher at \$1800 per annum, retired close January 31st.

Respectfully,

[Signature]
Superintendent.

February 7th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bonds, duly executed, for the
following employees of this institution with premium receipts attached:

Karl G. Bell, in amount	\$3,000.	dated January 10th, 1924.
Geo. F. W. Brierley, "	5,000.	do 29th, 1924.
Daniel Brady, "	5,000.	do 10th, 1924.
Wm. M. Bush, "	3,000.	do 14th, 1924.
William M. Dardis, "	5,000.	do February 1st, 1924.
Edwin C. Ford, "	10,000.	do January 24th, 1924.
James E. Hall, "	3,000.	do 13th, 1924.
Oscar Hinrichs, "	5,000.	do 21th, 1924.
Peter Kiedinger, "	2,000.	do 1st, 1924.
Carl H. Krueger, "	3,000.	do 9th, 1924.
Patrick Ryan, "	3,000.	do 25th, 1924.
Farman St. John, "	5,000.	do 25th, 1924.
Marshall H. White, "	3,000.	do 19th, 1924.

I also enclose premium receipts of the official bonds of the follow-
employees:

John C. Cogan,	in amount	\$4.36
Walter P. Bowen,	"	5.00
Clarence C. Malmstrom,	"	6.78
Albert J. Dexter,	"	4.00

Respectfully,

Superintendent.

February 7th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose bill of the Westinghouse Electric & Manufacturing Company, in amount \$500.00, stated against the Contingent Appropriation for fiscal year 1923 pertinent to this institution.

As the balance of this appropriation fund was returned some time ago, I have to request that payment be made through the customary Department channels.

Respectfully,

James E. Murphy
Superintendent.

February 6th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office of Vivian S. Murphy, helper at this institution, bearing date of February 6th, 1924.

Respectfully,

James E. Murphy
Superintendent.

Child Labor Act

PLACE Denver, Colorado, February 8th, 1924.

48

INSTRUCTIONS.—Observe T. D. 18681, and Department Circular No. 222. Report all hours taken by employees in previous month on first working day of the month. Report of all hours to be kept in office of Lead Field Office on Departmental Stock Form 222. This Report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designation.

NAME	ANNUAL						WAGE		WITHHOLD PAY.				MILITARY.		REMARKS.
	CURRENT MONTH			TOTAL FROM JAN. 1.			CUM. AMT. PAID MONTH JAN. 1.	TOTAL FROM JAN. 1.	CURRENT MONTH	TOTAL FROM JAN. 1.	CUM. AMT. PAID MONTH JAN. 1.	TOTAL FROM JAN. 1.			
	DATE	AMT.	AMT.	DATE	AMT.	AMT.							DATE	AMT.	
Supt M & R															Workmanship
Milson, J.H.															-
Supt Coining															-
Wells, J.C.															-
Chief Clerk															-
Leach, E.P.															-
Cashier,															-
Phillips, B.M.	1			1											100
Assist Assayer,															
Bowen, W.P.															95
Assayer's Assist															
Hall, R.E.								1	1						100
Assist Supt M & R															
Malmstrom, G.C.	2			2				6	6						100
Bookkeeper,															
Demko, H.J.	1			1											100
Weigh Clerk,															
Brierley, G.E.W.															100
Clerks, Class 5,															
Hinrichs, Oscar,	1	1	30	1	1	30	5	5							100
St. John, Farmer,	1		30	1		30									100
Assist Cashier,															
Ford, E.C.															100
Clerks, Class 4,															
Salkman, Fred D.,	3			3											100
Muncester, W.P.		30			30										95
Whitney, G.R.	3	45		3	45										100
Clerks, Class 3,															
Kroeger, G.R.															100
Spencer, G.N.	2	30		2	30										100
Private Secy.,															
Piatt, Virginia,															-
Capt of Watch,															
Smith, G.H.															100
Weighers,															
Cobbe, J.W.	1			1											85
Chief Elec & Foreman,															
Ricketts, J.H.	4			4											90
White, E.H.	4	30		4	30										100
Doorkeeper,															
Layman, Joseph,															100
Fireman in Chg.,															
Burris, B.J.															100
Foreman,															
Borstad, George, Jr.,	4			4											100
Bush, W.M.	1	30		1	30										100
Brady, Daniel,															95
Frewine, P.W.							1	1							100
Hempel, P.R.		30			30										100
Stoddard, J.T.															100
Tucker, F.W.															100

Guards,																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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February 6th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that official bonds in the
penal sum of \$3,000 each be prepared for the following
helpers at this institution:

Vivian S. Murphy.

Charles J. Blanchard.

Patrick J. Kannon.

Respectfully,

Superintendent.

February 8, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 4th instant [F] enclosing letter of the American Railway Express Company concerning bill in amount \$5.87, covering charges on shipment from Hartford, Connecticut, to Denver, Colorado, August 13th, 1923, on Government Bill of Lading, I have to say:

This was a shipment under your authority of one (1) Underwood Typewriter, from Hartford, Connecticut, to the Company Agent at Denver, for transfer to the Denver Mint under its purchase.

Your letter of October the 10th, 1923, to this institution, returning the express bill and bill of lading in question to this institution, with the advice, that the item \$5.87 did not appear under Government liability, and that the Government bill of lading should not have been used in this instance. (This despite the fact that exception on page 546 at bottom covering this purchase, under Schedule of Supplies.)

You further advised that this matter be taken up with the Denver Agent, the agent that this matter be taken up with the of disregarding entire Underwood Typewriter Company, with the view taken at the time the bill of lading. Such action was

I am returning all papers previously forwarded by you and ask your indulgence for expressing the opinion, that under the printed contract, this is a proper Government liability.

Respectfully,

enclosures

Frank E. Shepard,
Superintendent.

XXXX

Fort Colorado, February 15, 1924.

The Director of the Mint
Washington D C

Referring to your telegram we can guarantee monthly production double eagles mentioned and will endeavor to exceed it at same time continuing coinage nickels

Will report gold deliveries as made

Superintendent improving at home from several days bronchial attack
will probably return Monday

Leach

ACTING SUPERINTENDENT

GOVERNMENT OFFICE, BUSINESS
CHARGE U S MINT WYOMING

February 15, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

On July 20th, 1923, this institution purchased for the use of the Cashier's office two hundred (200) street car tickets at seven and a half cents each (7 1/2 c), total cost fifteen dollars, (\$15.00) from the Denver Traction Company.

This amount was paid the Company, same date, by check No. 552
Continent Expense Account.

The Treasurer's Disbursing Statement for August, 1923, shows that said check was paid.

The Traction Company has no record of its payment and obviously suspects one of its office forces of irregularly cashing this check and appropriating the money. The Company now requests, if possible, that you will exercise your good offices in furnishing it, through, this Mint, a photostat of the endorsement thereupon, or at least a copy of the endorsement.

I am enclosing memorandum in the premises.

Respectfully,

Frank E. Shepard,
Superintendent,

(1) enclosure

by E. F. Leach,
Acting Superintendent.

Denver, Colo.,

February 16th, 1924.

Director of the Mint,

Washington, D.C.

One million dollars \$100 eagles delivered today.

Lead
Acting Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

February 16, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing oath of office bearing date of February 11th,
1924, and executed by

Bruce B. LaFollette

temporary weigher.

Respectfully,

Frank E. Shepard,
Superintendent.

W

1 enclosure

Lead
E. F. Lead,
Acting Superintendent.

February 16th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bonds for the following
employees of this institution:

James Cain, in amount \$3,000., dated February 9th, 1924.
James W. Cobley, in amount \$3,000., dated January 28th, 1924.
Paul R. Hergel, in amount \$3,000., dated January 17th, 1924.

I also enclose premium receipt on the bond of James
H. Kaporny, in amount \$4.05.

Respectfully,

Superintendent.

February 16th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that an official bond in
the penal sum of \$5,000. be prepared for execution by Bruce
E. LaFollette, weigher at this institution.

Respectfully,

Superintendent.

February 18, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to request that you will arrange a credit for this institution of one thousand dollars [100,000.00], from the Fund Contingent Expenses Public Mints.

Respectfully,

Yours
Light

Denver, Colorado, February 18, 1924.

The Director of the Mint,
Washington, D.C.

Request authority to expend three hundred fifty dollars for two tons borax glass.

John E. Price
Superintendent.

Official business, Government Rate,
Charge U.S. Mint at Denver,

NIGHT

Denver, Colorado, February 19, 1924

The Director of the Mint
Washington
D C

Wired last gold delivery Saturday

None since

Shall we wire on non delivery days

Frank E. Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS

CHANGE U S MINT DENVER

NIGHT

Denver Colorado February 20 1924

The Director of the Mint
Washington D C

Value double eagle delivery today half million

GOVERNMENT OFFICIAL BUSINESS
CHANGE U S MINT DENVERFRANK E. SHEPARD
SUPERINTENDENT

February 19, 1924.

57

The Director of the Mint,
Washington,
D. C.

Sir:

I have to recommend, effective March 1st, 1924, the promotion of

Patrick Ryan

from the position of Melter at a per diem compensation of \$5.00 to the position of a Skilled Workman in the Assay Department at a salary of \$1,800.00 per annum.

The recommendation of Mr. Moynahan, Assayer, is enclosed.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

February 20th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Roy G. Russell be appointed a temporary helper at this institution with compensation at the rate of \$4.50 per day, effective from date of oath.

Mr. Russell's name has been selected from a list of eligibles furnished me by the Secretary of the 12th U.S. Civil Service District.

Respectfully,

Frank E. Shepard

Superintendent.

February 21st, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I am returning herewith the official bond forwarded for execution by Harry M. O'Connell with the request that the penal amount thereof be changed to \$5,000 as Mr. O'Connell is not now employed in the refinery.

Respectfully,

Jack P. Squire

Superintendent.

Denver, Colorado, February 21, 1924.

The Director of the Mint,
Washington, D.C.

Kindly forward today twenty five copies Form nine four eight C for bookkeeper.

Jack P. Squire

Superintendent.

Official business, Official rates,
Charge U.S. Mint at Denver.

NIGHT

Denver Colorado February 21, 1924

The Director of the Mint
Washington D C

Value double eagle delivery today half million

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVERFRANK E. SHEPARD
Superintendent

February 21st, 1924.

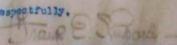
The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing oath of office and personal history
of Roy G. Russell bearing date of February 20th, 1924, and the
personal history of the following employees whose oaths of
office have previously been transmitted:

Charles J. Blanchard.
Robert M. Clark.
Hugh M. Connors.
James C. Hayes.
John B. Henahan.
Patrick J. Kennon.
George Koebel.
Bruce B. LaFollette.
Louis T. Monahan.
William J. St. Peters.

Respectfully,


Frank E. Shepard.
Superintendent.

NIGHT

Denver Colorado February 25 1924

The Director of the Mint
Washington
D C

Value double eagle delivery today to hundred thousand

GOVERNMENT OFFICIAL, BUSINESS
CHARGE U S MINT DENVERFRANK E. SHEPARD
Superintendent

February 25, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I will thank you to arrange the purchase f. o. b. Denver Mint of forty (40) tons low bridge electrolytic ingot copper for alloying gold and silver coinage.

Payment for this copper to be made here from our Contingent Fund, to-day's requisition incorporating the necessary amount for said payment.

Respectfully,

*Frank E. Shepard*Frank E. Shepard,
Superintendent.

February 25th, 1924.

61

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that 10 pairs of double eagle
dies be manufactured for the use of this institution.

Respectfully,

Frank E. Shepard
Superintendent.

February 25, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution
for the month ending March 31st, 1924, I have to request, that
a requisition be drawn upon the Secretary of the Treasury,
against the appropriations made for the support of this insti-
tution for the fiscal year ending June 30th, 1924, in the fol-
lowing amounts, with which I am to be held accountable under
my Bond dated January 14th, 1924:

Salaries of officers and clerks	\$4,000.00
Wages of Workmen	10,000.00
Increased Compensation allowed	2,000.00
Contingent Expenses	15,000.00 *
Total	\$ 31,000.00

*Providing payment for forty (40) tons
alloy copper and two hundred (200)
tons coal.

Respectfully,

Frank E. Shepard
Superintendent.

NIGHT

Denver Colorado February 25 1924

The Director of the Mint
Washington
D C

Value double eagle delivery today two hundred thousand

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

FRANK E. SHEPARD
Superintendent

NIGHT

Denver, Colorado, February 26, 1924.

The Director of the Mint,
Washington, D.C.

Request authority to expend one hundred thirty dollars one ton copper sulphate.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

February 26, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 15th instant (7) I have to state, that bullion and ordinary accounts current are being re-drafted along the lines of your notations upon the originals returned us.

Amended receipts in form and amount requested will be forwarded with the revised accounts current.

A transposition in amount \$1.00 was made on Page 1 November Bullion Abstract totals and will be corrected in the current quarter's sheets.

In re Voucher No. 4 favor of Hendrie & Bolteff amount \$46.93. I find that the proposal of this supply house was apparently properly accepted for all items, as The Mine & Smelter competitive bid on the item of steam hose was for a quality of hose entirely inadequate to the strain and usage unavoidable for its purpose in our bleaching room process. Long experience has proven the wisdom of employing only the very best steam hose afforded by the market. The only items which could possibly have been accepted from the Mine & Smelter proposal were the two trivial ones for rivets of different size, the combined saving thereupon being but eleven cents. We cannot possibly pick out such little differences from proposals which otherwise justify the acceptance of a rival bid for a large number of items, and did we attempt so to do in defiance of all commercial ethics, the company would probably decline to render proposals on such a basis. It has been found that at times the catalogue quotations on such standard though as minor supplies are purposely trimmed a shade with the idea that the major items will probably be quoted by all the bidders on a par.

In re Voucher No. 104 favor of Postal Telegraph-Cable Co., amount \$17.31 I have secured the repayment by this Company of 41 cents over-charge in November tolls by reason of the fact, that three Night Lettergrams were forwarded as straight Night Messages. The Company has expressed its regret for the error and will be exceedingly careful in amending these classifications in future.

The Director of the Mint

2

Our Abstract Clerk will hereafter show as an independent item charges collected in silver and gold bars issued to depositors. Columns not used for purposes as indicated by the headings, will hereafter be avoided.

The Abstract Clerk has again been counseled to follow very closely your several instructions as to the handling, or recording, of deposits consisting of more than a single bar each. He thinks that he now has a clear insight into your desires in this matter and will give the detailed information in the form most convenient and clearest to you.

Respectfully,

Frank E. Shepard,
Superintendent.

NIGHT

Denver Colorado February 26 1924

The Director of the Mint
Washington
D C

Value double eagle delivery today four hundred thousand

FRANK E. SHEPARD
SUPERINTENDENT

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

February 27th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

As requested by your letter of the 23rd instant, I am enclosing duplicate copies of my recommendation for the appointment of Patrick J. Kennon and Charles J. Blanchard, temporary helpers at this institution.

An approval of the appointment of these employees has not yet been received.

Respectfully,

Frank E. Shepard,
Superintendent.

N I G H T

Denver Colorado February 27 1924

The Director of the Mint
Washington
D C

Value double eagle delivery today four hundred thousand

FRANK E. SHEPARD
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

NIGHT

Denver Colorado February 28 1924

The Director of the Mint
Washington
D C

Value double eagle delivery today three hundred thousand

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

FRANK E. SHEPARD
Superintendent

FAST DAY MESSAGE

Denver Colorado February 29, 1924

The Director of the Mint
Washington
D C

Value today's double eagle delivery three hundred thousand

Total coinage month double eagles six million eight hundred thousand

Nickels forty thousand dollars

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

FRANK E. SHEPARD
SUPERINTENDENT

NIGHT

Den Colorado March 1 1924

The Director of the Mint
Washington
D C

Value todays delivery double eagle three hundred thousand

Frank A. Shepard

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

FRANK A. SHEPARD
Superintendent

NIGHT

Denver Colorado March 1 1924

The Director of the Mint
Washington
D C

Value double eagle delivery today two hundred thousand

Frank A. Shepard

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

FRANK A. SHEPARD
SUPERINTENDENT

March 4th, 1924

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose card of office of
Ryan, skilled workman, bearing date of March 3rd.

Respectfully,

Frank E. Shepard,
Superintendent.

March 4th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of February, 1924:

Appointments.

H.M. Connors, weigher at \$1600 per annum, formerley				
temporary humid assayer at \$6.00 per day.	Effective and oath dated Feb. 1st.			
C.J. Blanchard, temporary helper at \$4.50 per day,	" " " " " "			
P.J. Kennon, temporary helper at \$4.50 per day,	" " " " " "			
Ernest B. LaFollette, weigher at \$1600 per annum,	" " " " " "	Feb. 11th.		
R.C. Russell, temporary helper at \$4.50 per day,	" " " " " "	Feb. 20th.		

Reinstatement.

V.S. Murphy, helper at \$4.50 per day. Effective and oath dated Feb. 5th.

Respectfully,

Frank E. Shepard,
Superintendent.

March 4th, 1924.

The Treasurer of the United States,
Washington, D.C.

Sir:-

Referring to Certificate of Credit No. 43439, covering Warrant No. 14008 for \$750.00, I write to ask if the symbol number should not be 15106 instead of 15102 as given, and is this not an advance for "Public Monies", Contingent Expenses?

Respectfully

Frank E. Shepard,
Superintendent.

March 7th, 1924.

The Director of the Mint,
Washington, D.C.

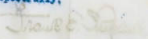
Sir:-

I have to enclose official bonds for the following
employees of this institution:

William G. Campbell,	in amount	\$1,000.00;	dated	February 19th, 1924.
Albert W. Robinson,	"	1,000.00;	"	" 19th, "

I have also to enclose premium receipt on the official
bond of Fred D. Belknap, in amount \$5.75.

Respectfully,



Superintendent.

Guards,					Workmanship
Folts, T.S.,					90
French, H.W.,					90
Hurd, Joseph,			4	8	90
Martin, G.W.,				8	95
Newton, Allen,				4 4	95
Welsh, J.F.,					95
Helpers,	1	8			95
Arnold, R.O.,					100
Bucher, G.S.,				8	90
Campbell, W.G.,	4	1	4	1 10 30	90
Dexter, A.J.,					100
Gutkner, A.L.,	1		1	30	95
Hall, J.E.,	1		1 1	1 1	95
Ligon, Asa,					95
McClung, B.F.,				5	95
Murphy, V.S.,	2	30	2	30	95
O'Connell, H.M.,	4		4	21 30	95
Smith, E.G.,				4	90
Smith, E.S.,		30	1	30	95
Wilcox, S.B.,					95
Laborers,					95
Robinson, A.W.,					90
Webb, A.M.,				2 4	95
Williams, Lon,	2		2		90
Lieut of Watch					100
Kiedinger, Peter,					100
Malters,					95
Saskind, Harry,			2		95
Dardis, W.E.,					95
Donahue, J.J.,					95
Hume, F.H.,	1	30	1	30 2 15	95
Lindhard, J.A.,			2		95
Ryan, Patrick,					95
Welsh, W.R.,				9	100
Whitaker, S.R.,			30	1	100
Scale Repairer,					100
Moosner, E.F.,	8		4		100
Dr. Workman					100
Beggs, W.E.,	4	1		1 1	100
Bell, E.G.,					95
Gain, James,				1	100
Gogan, J.G.,	4	30		24 24	

Sk. Workman			Workmanship
Hadden, A.L.			95
Hill, G.H.	5	30	95
Kapenky, J.H.			100
Peired, R.M.	2		97
Smith, F.P.			100
Tamblyn, W.H.			95
Tinker, J.P.	45	45	100
Waters, H.C.		4	100
Telep. Operator,			
McKnav, Agnes D.		2	95
Assist Custodian,			
Karpen, P.H.	1	3	95

Weyburn

Frank E. Shepard
Superintendent.

NIGHT Denver, Colorado, March 6, 1924.

Director of the Mint,
Washington, D.C.

Request authority to expend one hundred eighty dollars for five hundred anode bags.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

March 10, 1924.

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The Director of the Mint,
Washington, D. C.

Sir:

I am returning herewith voucher in favor of the West-
inghouse Electric & Manufacturing Co., in amount \$500., with
action taken thereon as directed by your letter of the 5th
inst. (F).

Respectfully,

Frank E. Shepard, Supt.

March 10, 1924.

The Treasurer of the United States,
Washington, D. C.

Sir:

Referring to your letter of the 5th inst., I am enclosing
form 12 for past transfers between the bullion fund account
and the recoinage account with the information that in all
future transactions of this character said forms will be
executed and accompany the Transcript.

Respectfully,

Frank E. Shepard, Supt.

Denver, Colorado, March 11, 1924.

Director of Mint,

Washington, D.C.

Require anode bag twenty four inches long same width.

Superintendent.

Official business, Government rate,
Charge U.S. Mint, Denver.

March 12th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I regret to have to announce the death on yesterday of John C. Cogan, skilled workman in the Assay Department of this institution, following a lingering illness.

Mr. Cogan was a faithful employe of this mint since September 16th, 1906, and a member of its beneficial association which has just handed his widow the customary sum for immediate relief.

I will thank you to supply me the latest forms for execution by the widow, pertinent to amount due him for wages and reimbursement for retirement deductions.

Respectfully,

Frank E. Shepard,
Superintendent.

March 14, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

Referring to your letter of the 19th ult. discussing my report of the classification of expenditures at this Mint for the fiscal year 1923, I have, as per your directions, subclassified symbol No. 0284 as follows:

<u>Symbol No.</u>	<u>Articles</u>	<u>Value</u>	
0282-1	Furnace Supplies	\$1,489.91	
2	Lubricants	746.41	
3	Packing & Gaskets	90.13	
4	Waste	177.36	
5	Electrical Supplies	713.11	
6	Miscellaneous	<u>947.02</u>	\$3,868.95
0234	Gloves, Aprons etc		795.64
3050	Refinery Apparatus		377.25
0284	Supplies		<u>152.89</u>
			\$5,494.73

Symbol No. 1380 reclassified:

0284	Coin Bags	\$430.00	
	Flags	<u>18.62</u>	\$468.62

Item of alloy copper changed from 0291 to 0292.

Respectfully,

 Frank E. Shepard,
 Supt. U. S. Mint,
 Denver, Colo.

N I G H T

Denver, Colorado, March 14th, 1924.

The Director of the Mint,
Washington, D.C.

Request authority to expend seven hundred dollars for ten thousand gold sacks
number two unless ~~same~~ can be laid down cheaper in Denver by Philadelphia Mint.

Please wire.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

March 14th, 1924.

The Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:-

Referring to your letter of the 11th instant regarding
anode bags for this institution, I am enclosing a sample bag which
will indicate the material and size desired. However, if the drill
has not been thoroughly shrunk, it will be necessary to make the
bags 3 inches deeper than the enclosed sample.

I shall be glad to have your estimate of the cost of these
bags laid down in Denver and have to request that you will advise me
as early as convenient.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, March 17, 1924.

Director of the Mint,

Washington, D.C.

Letters March twelfth and transportation orders received. Will arrive Washington Friday morning.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

Denver, March 17, 1924.

The Director of the Mint,

Washington, D.C.

Please have Philadelphia Mint ship early as possible ten thousand gold sacks.
Will take up matter anode sacks on my visit.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint, Denver.

March 17th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bond of H.M.O'Connell executed in the penal sum of \$3,000 and bearing date of the 6th instant.

I have also to enclose premium receipt on the official bond of J.J.Wells, in amount \$25.00.

Respectfully,

Frank E. Shepard,
Superintendent.

March 17th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request authority to purchase one Remington typewriter No. 12 with "B" carriage (14"), tabulating keys and piece type for the Cashier's office of this institution, and desire to deliver in exchange one Remington No. D, Serial No. 111,679, with "B" carriage (14"), five tabulating keys, elite type.

Respectfully,

Frank E. Shepard,
Superintendent.

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March 19th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to page 411, Volume 3, Decisions of The
Comptroller General of the United States, I note that the decision
regarding per diem pay to regular employees working on holidays
permits the payment of a day's pay in addition to the day's pay
they would receive without working on holidays, and as this has
not been the practice at this institution in the past - such em-
ployees being paid for regular time only - I have to ask if in
future the additional day's pay may be paid to employees so working.

Respectfully,

Frank E. Shepard, Superintendent.
By

Acting Superintendent.

March 25, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending April 30, 1924, I have to request that you will cause a requisition to be made upon the Secretary of the Treasury against the appropriations for the support of this Mint for the fiscal year ending June 30, 1924 - in the following amounts with which I am to be held accountable under my bond dated January 14, 1924:

Salaries of Officers and Clerks	\$3,000.00
Wages of Workmen	8,000.00
Contingent Expenses	4,000.00
Increased compensation allowed	<u>1,400.00</u>
	<u>\$16,400.00</u>

Respectfully,

Frank E. Shepard, Superintendent.

By
Acting Superintendent.

March 25th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to transmit herewith Form 3-R-15 - Application for payment of accumulated deductions - duly executed by Mrs. Wuna Cogan, widow of John C. Cogan, late skilled workman at this institution.

Respectfully,

Frank E. Shepard, Superintendent,
By

Acting Superintendent.

N I G H T.

Denver, Colorado, March 26, 1924.

Hon. Frank E. Shepard,
Care, United States Assay Office,
New York City.

Only bid on forty tons copper was Field's telephoned you, good only two days. Eastern firms declined to bid. Can you not secure bid from American Smelting & Refining Company at New York for shipment from Tacoma and recommend its acceptance to Director? Everything running smoothly here.

Acting Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

March 26, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

I have to advise you that, pursuant to your authority, Mr. McGilvray of the local Internal Revenue office today supervised the transfer of 140 melts of certificate bars from the sealed compartment in the main storage vault to an empty compartment therein and revealed the original compartment, certifying to the amended contents.

Respectfully,

Frank E. Shepard, Supt.

By
Acting Superintendent.

March 27th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise you of the death last evening, closely following an abdominal operation, of George W. Martin, a guard at this institution since October 4th, 1920.

His sister was today given the customary sum from our Beneficial Association.

Respectfully,

Frank E. Shepard,
Superintendent

By

Acting Superintendent.

~~RECEIVED~~

Denver, Colorado, March 31st, 1924.

The Director of the Mint,
Washington, D.C.

Coinage for month - Eight million dollars double eagles and thirty thousand
dollar nickels. Total eight million thirty thousand dollars.

Leach
Acting Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

x

Denver, Colo., April 3, 1924.

Director of the Mint,
Washington, D.C.

Referring our telegram March seventeenth our supply gold sacks will be exhausted
in two weeks. If Philadelphia has not shipped can they forward portion by
parcels post at once?

Leach
Acting Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

M2007

Denver, Colo., April 3, 1924.

The Director of the Mint,
Washington, D.C.

Request authority to expend one hundred sixty dollars five hundred canvas aprons
one hundred twenty dollars five hundred canvas sleeves.

Leach
Acting Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

APR 11 4th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were
made in the personnel of this institution during the month
of March, 1924;

Promotion.

Patrick Ryan from melter at \$5.00 per diem to skilled work-
man at \$1600 per annum, effective March 1st, Oath dated March 3rd.

Deceased.

John S. Hogan, skilled workman at \$1600 per annum, March 13th.
George W. Martin, melter at \$5.00 per day, March 26th.

Respectfully,

Frank E. Shepard, Superintendent,
by

Acting Superintendent.

April 4th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the official bond of Charles J. Blanchard, temporary helper at this institution, in the penal sum of \$3,000 and bearing date of March 18th, 1924. Premium receipt attached.

I have also to enclose premium receipts on the bonds of the following employees:

Joseph J. Donahue,	in amount	\$4.05
George H. Smith,	"	4.05
Allen H. Webb,	"	1.35
Lon Williams,	"	1.35

Respectfully,

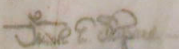
Frank E. Shepard, Superintendent.
By 
Acting Superintendent.

N I G H T

Denver, April 5th, 1924.

The Director of the Mint,
Washington, D.C.

Request authority to expend three hundred thirty dollars for one ton borax glass.


Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

April 7, 1924.

The Director of the Mint
Washington,
D. C.

Sir:

Referring to your letter of the first instant I am enclosing schedule of gold bars sold for cash with charges thereon, as requested. The Cashier supplied this schedule at the end of the period in question and thought it was forwarded.

The abstract sheet of deposits from the New Orleans Mint carried the proper valuation total of \$417,395.32, but Assay Number 17 was entered thereon as valued \$4,962.93 instead of properly \$4,962.94. An additional copy of Form 905 - A is enclosed as requested.

The several references to the Bullion Accounts have been brought to the Bookkeeper's attention for future guidance.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

April 24, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that blank form of application for refund of retirement deductions be forwarded for execution by the proper beneficiary of the late George W. Martin, guard at this institution.

Respectfully,

Frank E. Shepard
Superintendent.

April 6th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that the following blank forms, books, etc., be furnished for the use of this institution:

			<u>Blank Forms.</u>		<u>Sample No.</u>
Form No.	On Hand.	Desired.	Title		
37	40	200	Daily Transcript of Account,	1	5/16
39-A	500	2,500	Certificate of Bullion Deposited	2	
125	16	30	Record of Coin Deliveries and Reservations,	3	4/23
193	6	30	Acquisition and Disposition	4	4/23
246	0	30	Coin Manufactured During -	5	4/23
560-A	20	30	Notification of Certificates of Deposit	6	4/23
712	50	200	Proposal,	7	4/23
890	100	150	Coining Dept's Daily Report to Bookkeeper,	8	4/23
900-1	0	25	M & R Dept's Operations & Settlement G & S	No sample	4/23
900-2	2	25	Do Minor Coin.	9	4/23
901	0	20	Coining Dept Operations & Settlement	10	4/23
939	25	50	Public Voucher	11	4/23
945	14	20	Account Current	12	4/23
976	2	10	Superintendent's Settlement Statement	13	4/23
986-b	75	150	Purchase Order	14	4/23
997	5	15	Schedule of Revenues,	15	4/23
1007	300	1000	Tre Card	16	4/23
1013	0	1000	Storeroom Index Card	17	4/23
1025	6	20	Account Current - Special Deposits	18	4/23
5693	50	200	Daily Statement of Assets & Liabilities	19	5/16
			<u>Blank Books</u>		
277-B	0	2	Cashier's G & S for and Cash Account,	20	
			<u>Miscellaneous.</u>		
	0	3 Reams	Headed letter paper, thin.	21	4/23
	2	5 "	Do heavy	22	
	0	3 "	Letter paper, continuation sheets,	23	
	25	150	Memorandum blocks size, 4x5 1/2"		
	20	150	Do 6x5 1/2"		
	10	100	Do 8x10"		

Respectfully,

Superintendent.

WASHINGTON, D. C.

United States Mint

PLACE DENVER, COLO. Jan 11 1924. 192

INSTRUCTIONS.—OF THE T. F. 1924.
 of all hours to be kept in office at least 100 hours of Departmental Circular No. 300. Report of hours taken by employees in previous month on first working day of the month. Record
 to be in Washington. Average approximately 100 hours on Departmental Stock Form 107. This Report to be prepared on typewriter when possible and forwarded to administrative
 division.

NAME

ANNUAL

MO.

WITHOUT PAY.

MILITARY.

REMARKS

NAME	ANNUAL				MO.		WITHOUT PAY.				MILITARY.		REMARKS
	YEAR	MO.	DAY	TOTAL FROM JAN. 1.	MO.	DAY	MONTH	DAY	MONTH	TOTAL FROM JAN. 1.	MO.	DAY	
Supt M & R													Workmanship
Milam, J.W.													"
Supt Coining,													"
Halla, J.C.													"
Chief Clerk,													"
Leach, E.P.													"
Cashier,													"
Phillips, B.M.				1									100
Assist Assayer,													
Bowen, W.F.				3									95
Assayer's Assist,													
Hall, B.E.				3									100
Assist Supt M & R													
Malmstrom, C.O.				7									100
Bookkeeper,													
Denckla, H.A.													100
Weigh Clerk,													
Brierley, G.F.M.													100
Clerks, Class 5.													
Hinrichs, Oscar,				1									100
St. John, Edmund,				5									100
Assist Cashier,													
Ford, E.C.				1									100
Clerks, Class 4,													
Balknap, Fred D.				6									100
Munro, W.P.													95
Whitney, G.R.				2									100
Clerks, Class 3,													
Kruiger, C.H.				1									100
Spencer, G.N.				1									100
Private Secy,													
Platt, Virginia,													"
Capt of Watch,													
Smith, G.H.													100
Assist Custodian,													
Karpen, R.H.													95
Chief Elec & Foreman,													
White, W.H.				1									100
Doorkeeper,													
Layman, Joseph,													100
Fireman in charge													
Burris, B.A.													100
Foreman,													
Berstadt, George, F.													100
Bush, W.V.				30									100
Brady, Daniel,				1									95
Frewing, F.W.													100
Koppel, F.B.													100
Stoddard, X.T.				1									100
Tucker, F.W.													100
Guard,													
Felts, F.D.													100

X

NAME

NAME	CURRENT MONTH						TOTAL FROM JAN. 1		CURRENT MONTH		TOTAL FROM JAN. 1		CURRENT MONTH		TOTAL FROM JAN. 1		Workmanship
	MON.	TUE.	WED.	THUR.	FRI.	SAT.	MON.	TUE.	MON.	TUE.	MON.	TUE.	MON.	TUE.	MON.	TUE.	
Guards																	
French, F.W.,	3						3				22	30					Absent all month
Hurd, Joseph,													5				90
Martin, G.W.,											21	4	Deceased March 26th.				
Newton, Allen,																	95
Welsh, J.F.,		1					1										95
Helpers,																	100
Arnold, R.G.,																	
Bucher, G.J.,													3				90
Campbell, W.G.,	2			30	6	1	30				30						90
Dexter, A.J.,																	100
Guthner, A.L.,		6	6	30		9											95
Hall, J.E.,					1	1					1						95
Ligon, Asa,																	95
McClung, B.F.,													5				95
Murphy, V.S.,						2	30										95
O'Connell, H.M.,	12					16					30						95
Smith, E.C.,													4				90
Smith, E.S.,						1	30										95
Wilcox, S.B.,																	95
Laborers,																	
Robinson, A.W.,																	90
Webb, A.M.,													4				95
Williams, Len,						2					5	5					90
Lieut of Watch																	
Kiedinger, Peter,																	100
Molters,																	
Baakind, Harry,						2											100
Dardis, W.H.,																	95
Donahue, J.J.,																	95
Hume, F.N.,						1	30				13						95
Lindhard, J.A.,		2				4											95
Welsh, W.R.,													9				100
Whitaker, S.R.,		3				3	30				1						100
Scale Repairer,																	
Messinger, E.F.,		1	30			7	30				3	3					100
Sk. Workmen,																	
Reese, W.H.,					1						1						100
Bell, K.G.,																	95
Gain, James,											1						100
Halden, R.L.,		4	30			4	30										95
Hill, C.H.,		4			1	1	30				1	1					95
Hansen, J.P.											2	2					100

NAME.

ANNUAL.

REMARKS.

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CURRENT MONTH.	TOTAL FROM JAN. 1.			CURR. MONTH.	TOTAL FROM JAN. 1.			CURR. MONTH.	TOTAL FROM JAN. 1.			CURR. MONTH.	TOTAL FROM JAN. 1.		
	DAV.	REL.	REEL.	DAV.	REL.	REEL.	DAV.	REL.	REEL.	DAV.	REL.	REEL.	DAV.	REL.	REEL.
St. Workmen															
Peirce, R.E.			1			3									90
Ryan, Patrick.															90
Smith, P.F.								2	2						100
Amblin, W.H.															95
Tinker, J.P.			1		1	45		4	4						100
Waters, R.C.			8		1	1									100
Telep. Operator,															
McKnew, Agnes D.			1	30		1	30		2						95
Weighers,															
Cobbey, J.W.					1	30									65
Connors, H.M.						30									90

Workmanship

Superintendent.

April 19th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that I have this day accepted the resignation of George Koebel, temporary helper at this institution at \$4.50 per day, effective at the close of business on the 15th instant, without prejudice.

His resignation is enclosed herewith.

Respectfully,

Frank E. Shepard
Frank E. Shepard, Superintendent.

April 10th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that A.E. Eggert be appointed a temporary helper at this institution with compensation at the rate of \$4.50 per diem - vice George Koebel, resigned - and that the same be effective from the 15th instant.

Mr. Eggert has previously worked at this institution and his name has been selected from the list of eligibles furnished me by the Secretary of the 15th U.S. Civil Service District.

Respectfully,

Frank E. Shepard,
Superintendent.

April 11, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

Referring to your letter of the 7th inst. (F) advising me that an item of \$54,755.00 representing uncurrent gold coin transferred from the Treasury to this institution has not been settled, I have to say:

Our allotment for reimbursement of losses on uncurrent and light weight gold coin for the fiscal year was \$1,000.00 and both the Treasurer and yourself specifically prohibited us from exceeding this amount of reimbursement during the year, advising that all excesses must be held for liquidation until the appropriation is obtained for the next fiscal year and an allotment made us. This \$54,755.00 was a single transfer of uncurrent gold coin which would have required for settlement in the neighborhood of \$275.00, while our available balance is \$117.01.

Several smaller transfers subsequent to this one can and will be taken care of without delay.

Respectfully,

~~Frank E. Shepard,~~
Supt., U. S. Mint.

April 12th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bonds for the following
employees of this institution in amounts and bearing dates as
indicated:

Henry J. Denckla,	in amount	\$5,000,	dated	April 4th, 1924.
Patrick J. Kannon,	"	\$3,000,	"	March 17th, 1924.
Bruce B. LaFollette,	"	\$5,000,	"	March 7th, 1924.

Premium receipts for LaFollette and Kannon are
attached to bonds.

Respectfully,

Frank E. Shepard,
Superintendent.

April 16th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office, bearing even
date of Arthur C. Eggert, temporary helper at this insti-
tution.

Respectfully,

Frank E. Shepard,
Superintendent.

April 17th, 1924.

Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Walter C. Boswell be appointed
Guard at this institution with compensation at the rate of \$3.00
per day, effective from date of oath, vice George W. Martin, deceased.

Mr. Boswell's name has been selected from the eligibles
furnished me by the Secretary of the 13th U.S. Civil Service Dis-
trict.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

RIGHT

April 21, 1924.

The Director of the Mint,
Washington, D.C.

Referring your letter fifth instant, we are in urgent need aprons and sleeves.
Would like authority to purchase supply locally as soon as possible.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

April 22nd, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bond of Vivian S. Murphy, executed in the penal sum of \$3,000 and bearing date of March 31st, 1924. Premium receipt attached.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

April 22nd, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

Answering your letter (P) of the 16th instant, in reference to our stock of cloth lined envelopes for penny coins, I have to advise that we have a sufficient quantity of each kind on hand to cover our probable need for the next two fiscal years except of the two enclosed samples of which I would suggest that at least 250 each be forwarded.

I beg to call your attention to the fact that it is very difficult to seal the large envelope when even partially filled with coin and I trust you will specify that they be made with open end in ordering your new supply.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

April 23, 1924.

The Director of the Mint,
Washington,
D. C.

Sir,

I am enclosing application (in duplicate) for PAYMENT of ACCUMULATED DEDUCTIONS pertinent to the death of

George W. Martin

late guard at this institution.

This application is executed by, and in favor of, Clara C. Yetter, aged sister of Mr. Martin with whom he had made his home for some years before his death, he as you know having been totally estranged from his wife, for reasons with which you are probably conversant.

Mrs. Yetter, the sister, paid from her own funds all of the funeral and hospital expenses and is now defraying a heavy bill for surgical operation. The wife never contributed, or offered to contribute, one cent toward these expenses nor did she put in any appearance during this man's last illness. She has made no claim whatsoever and after consulting an attorney who was familiar with Martin's domestic trouble, and in view of the fact that Mrs. Yetter defrayed all the bills aforesaid, which I now enclose, I am thoroughly satisfied she is morally and legally entitled to this refund.

Respectfully,

Frank J. Shepard,
Superintendent.

April 24th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office of Walter C. Roswell, guard, bearing date of April 23rd, 1924.

Respectfully,

Frank E. Shepard,
Superintendent.

April 28th, 1924.

The Supervising Architect,
Treasury Department,
Washington, D.C.

Sir:-

I am enclosing three proposals which I have obtained for certain repairs to the skylight of this building, and would recommend the acceptance of A. Spetznagel's bid, in amount \$126.30, which is very reasonable and the lower of the three received.

The skylight in question is in very bad condition and the repairs contemplated should be made as early as possible and I trust therefore you will approve of my recommendation and authorize this work as soon as convenient.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Custodian.

I concur in the above recommendation. This work should be done at the earliest possible date in order to properly protect the interior of the building from injury.

John P. Cullen
Superintendent of Construction.

April 25, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending May 31st, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury against the Appropriations made for the support of this Mint for the fiscal year ending June 30, 1924, - in the following amounts with which I am to be held accountable under my Bond dated January 14th, 1924:

Salaries of Officers and Clerks	\$4,000.00
Wages of Workmen	9,500.00
Increased Compensation allowed	1,600.00
Contingent Expenses	4,000.00
Total	\$19,100.00

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

N I G H T

Denver, Colo., April 29th, 1924.

The Director of the Mint,
Washington, D.C.

Coinage for month- Eight million three hundred thousand dollars double eagles and forty thousand dollars nickels. Total Eight million three hundred forty thousand dollars.

Frank E. Shepard

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

M I C H

Denver, Colorado. May 1, 1924.

Director of the Mint,
Washington, D.C.

Request authority to accept lowest bid totaling eight hundred eighty one dollars
for five hundred pouring cups, two hundred fifty twenty inch ball cup stirrers
and five hundred eight inch stirrers.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

Denver Colorado May 2 1924

Director of the Mint
Washington D C

Insurance authorized on my authority and was paid on copper instead of paying
Vulcan Iron Works one hundred dollars for guards thus saving over fifty
three dollars

FRANK E. SHEPARD
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

May 6th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made
in the personnel of this institution during the month of April,
1923:

Appointments.

A.E. Eggert, temporary helper at \$4.50 per diem, oath dated April 16th.
Walter G. Boswell, guard at \$3.00 per diem, do 23rd.

Resignations.

George Koebel, temporary helper at \$4.50 per diem, April 15th.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

May 6th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that official bonds be prepared
for execution by the following employees of this institution:

Walter G. Boswell, Guard, in amount \$2,000.00.

Arthur E. Eggert, temporary helper, in amount \$5,000.00.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

PLACE Denver, Colorado, May 6th, 1984, 198

INSTRUCTIONS:—Obtain T. R. 801, and Department Circular No. 80. Report all hours taken by employee in previous month on first working day of the month. Record all leave in column 10. File copies of Departmental Form 801. This Report to be prepared in typewriter when possible and forwarded to administrative office in Washington. It should be submitted by the employee.

NAME	ANNUAL						DICK		BETHNOTPAIL		MILITARY		REMARKS
	CURRENT MONTH			TOTAL YEAR TO DATE			CURR	TOTAL	CURRENT	TOTAL YEAR TO DATE	CURR	TOTAL	
	DAYS	HRS	MIN	DAYS	HRS	MIN	DAYS	HRS	DAYS	HRS	DAYS	HRS	
Supt M & R													Workmanship
Wilson, J.W.,													
Supt Coining,													
Wells, J.G.,													
Chief Clerk													
Leach, E.P.,													
Cashier													
Phillips, B.M.,				1									100
Assist Assayer													
Bowen, W.P.,				3									95
Assayer's Assist													
Hall, R.E.,	5			1			2						100
Assist Supt M & R													
Wainstrom, C.C.,	1	2	30	2	7	30	1						100
Bookkeeper,													
Danckla, E.J.,	2			4									100
Weigh Clerk													
Brierley, G.F.W.,													100
Clerks, Class 5													
Hinrichs, Oscar,				1	6	30	1	9					100
St. John, Farnum,	1	30	2	2	30		2						100
Assist Cashier,													
Ford, E.C.,				1									100
Clerks, Class 4,													
Belknap, Fred D.,	1	1	45	2	4	15							100
Incaster, W.P.,				11	30								95
Hitney, G.R.,	5			2	45		7						100
Clerks, Class 3,													
Kiegar, C.H.,	3	30	1	4	30								100
Oscar, G.H.,				1	3								100
Private Secy.,													
Rtt, Virginia,	1			1			20						-
Capt of Watch,													
Wth, G.H.,	5			5									100
Assist Custodian													
Wagen, P.H.,	1			4									95
Chief Elec & Foreman,													
Wth, M.H.,	2	3	30	3	5	30	3						100
Doorkeeper,													
Wagen, Joseph,													100
Fireman in charge													
Wth, B.H.,													100
Foreman													
Bowditch, George, Jr.,		30		4	30								100
Rud W.H.,				2									100
Brew, Daniel,	7			8									95
Frowke, P.H.,							1						100
Ward, J.H.,		30		1	30								100
Stedford, X.L.,	1			2	1								100
Tucker, Z.W.,	1			2									100
Wards													
Bowditch, W.G.,													90

Guards

Fells, R.H.	26	30	30	90
French, H.W.				Absent all month
Hurd, Joseph.			5	90
Newton, Allen.				95
Welsh, J.F.		1 6		98
Welpers.				100
Arnold, R.G.				90
Buher, G.J.			8	90
Campbell, W.C.	2	6 8 30	80	90
Dexter, A.J.	4	4		100
Guthner, A.L.	1	9 1		95
Hall, J.E.		1 1	1	95
Ligon, Asa.				95
McClung, B.F.			5	95
Murphy, V.S.	3 30	6		95
O'Connell, H.M.		16	30	95
Smith, R.G.			4	90
Smith, E.S.	1 3	1 4 30	2 2	95
Wilcox, S.B.				95
Laborers.				90
Robinson, A.W.				95
Webb, A.M.			1 5	90
Williams, Lon.	1	3	5	100
Lieut of Watch,				100
Kiedinger, Peter.				95
Melters,		2		95
Baskind, Harry.				95
Dardis, W.E.				95
Donahue, J.J.				95
Hume, P.H.		1 30	12	95
Lindhard, J.A.	1	5		100
Welsh, W.R.	2	2	9	100
Whitaker, S.R.	1	4 30	1	100
Scale Repairer,				100
Mossaner, R.F.		30 1	10 12	100
Sk. Workmen,		1	1	100
Baags, W.H.				95
Bell, K.G.	1 30	1 20	4 4	100
Cain, James.	4	4	4 8	95
Halden, R.L.	1	1 4 30		95
Hill, G.M.		1 1 30	1	100
Hapenny, J.H.			2	100

NAME	ANNUAL						DISEASE		WITHDRAWAL					MILITARY		REMARKS
	CURRENT MONTH			TOTAL YEAR TO DATE			DAYS LAST MONTH	TOTAL YEAR TO DATE	CURRENT MONTH		TOTAL YEAR TO DATE			DAYS LAST MONTH	TOTAL YEAR TO DATE	
	DATE	NO.	NO.	DATE	NO.	NO.			DATE	NO.	NO.	DATE	NO.			
Fe. Workmen																Workmanship
Paired, R.E.,	1	1	30	1	4	30										95
Ryan, Patrick,																90
Smith, F.E.,	1	1	30	1	1	30	1	5								95
Tamblyn, W.H.,																95
Finker, J.F.,	4	2		4	3	45		4								100
Waters, R.G.,				1	1											100
Telep. Operator,																
McKnew, Agnes D.,		1	30		1	30		2								95
Weighers,																
Cobbey, J.W.,			30		2											65
Connors, H.M.,			30			30										65

Frank E. Shepard,
Superintendent.

May 14, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I regard as highly essential here for use in testing the varying temperatures of the melting furnaces, etc., a portable pyrometer of sufficient resistance and range to meet all conditions.

Therefore, as at this writing we have a very healthy contingent balance I have to request authority to purchase of the Denver Fire Clay Company, Manufacturer's Agent,

One (1) type "P" Model 120, Brown Portable,
High resistance Pyrometer, double
range, - 0 to 2,000 deg. F. for M.A.
Couples and 0 to 3,000 deg. F. for
Q. R. Couples, with automatic compensation,
and the following accessories:

- (1) One type M.A. 1/8" base metal thermo couple;
- (1) One " Q.R. Platinum Rhodium thermo couple;
- (1) One Portable Thermo Couple Handle;
- (40) feet Portable Compensating Lead Wire.

Total Price: \$254.00

Respectfully,

Frank E. Shepard,
Superintendent.

May 15th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the resignation of Horace W. French, guard at this institution, which I have accepted to take effect at the close of business on this date, same having been submitted on account of Mr. French's ill health.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

May 15th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that John D. Spence be assigned guard at this institution with compensation at the rate of \$3.00 per day, effective from date of death, wife Horace W. French, resign.

Mr. Spence's name has been selected from Certificate No. 1746 furnished me by the Secretary of the 15th U.S. Civil Service District.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

May 20, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 14th instant (e) I note your desires as to preparation of vouchers and ordering from General Supply Committee Catalogue.

Voucher 171 - Continental Oil Co., - Articles purchased were special product of this concern, available only through it.

Voucher 183 - W. A. Hoyer & Company. Frank R. Kelsey is book-keeper of this concern.

Bullion Account Current carried item as recoveries, etc., because your letter of April 1st, 1924, apparently so instructed. Permit me to quote therefrom:

"The item 'Recoveries' incident to receipt of light weight and mutilated coin as bullion is intended to carry such recovery on coin purchased by you over the counter."

This was the character of transaction in this instance.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

X

May 21, 1924.

Director of the Mint,

Washington, D. C.

Sorry cannot spare any Double Eagle segment collars.

Frank E. Shepard
Superintendent.Government Official Business,
charge U.S.Mint.

May 21, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to request the preparation of an Official Bond
in the penal sum of \$2,000.00, for execution byJohn B. Hobson

guard at this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

May 21, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

I have to enclose, for file with the Division of Appointments, Official Bonds executed by the following named employees:

Walter C. Beswell

Arthur C. Eggert

George H. Smith

Allen M. Webb.

May 21, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose Oath of Office dated May 19th, 1924, and executed by

John E. Hobson

guard at this institution.

Respectfully,

Frank R. Shepard,
Superintendent.

1 enclosure

May 22, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 19th instant (P) I have to advise you, that our Receiving Clerk has made a careful check of his records for the last several years and finds, that the predominating denomination of Mexican gold coin lets was the twenty peso piece. It, probably, constituted fifty percent of all Mexican gold coin reaching us.

Respectfully,

Frank E. Shepard,
Superintendent.

May 24, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending June 30th, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury, against the Appropriations made for the support of this Mint, for the fiscal year ending June 30th, 1924, in the following amounts, with which I am to be held accountable under my Bond, dated January 14th, 1924:

Salaries of Officers and Clerks	\$2,500.00
Wages of Workmen	9,500.00
Increased Compensation Allowed	1,500.00
Contingent Expenses	<u>11,000.00</u>
Total:	\$ 24,500.00

Respectfully,

Frank E. Shepard,

Denver Colorado May 29 1924

The Director of the Mint
WASHINGTON D C

Handwritten: Ford
Referring to your letter May seventeenth
Formal letters as to appointments and transportation orders
have not reached us

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

Frank E Shepard
Superintendent

May 29, 1924.

Hon. Frank E. Shepard,
Superintendent U. S. Mint,
Denver, Colo.

Sir:

I have the honor to report that six complete sets of Gold Assay weights, one complete set of Mg. weights, and 42 extra Gold weights, 100 to 1000 inclusive, are ready for shipment, as requested by your letter of April 11, 1924.

The weights from 50 mgr. to 1 gm. inclusive, are of platinum, and sufficient fine gold has been fused to them to bring them to the standard weight. The weights from one-half mgr. to 25 mgr. are of aluminum, and all new, as the old ones had to be discarded, being from one-tenth to one mgr. lighter than standard.

I respectfully request that a copy of the corrections by the Bureau of Standards be furnished me.

Respectfully,

E. F. Moessner

E. F. Moessner, Scale Repairer.

May 29, 1924.

Approved and weights forwarded to the
Director of the Mint by registered mail.

SUPERINTENDENT

Denver, May 31, 1924.

Director of the Mint,
Washington, D. C.

Value May coinage double eagles nine million dollars.

Nickels forty thousand dollars.

Frank E. Shepard, Supt.

Govt. official business.
Charge US Mint.

June 6, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to advise the following changes in the personnel of this
Institution during the month of May:

Furloughs:

May 15th, - Horace E. French, Guard at \$3.00 per diem -
ill health.

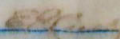
Appointments:

May 15th, - John B. Hobson, Guard at \$3.00 per diem.

Respectfully,

Frank E. Shepard,
Superintendent,

by


E. F. Leach,
Acting Superintendent.

June 10th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bond of John B. Hagen,
executed in the penal sum of \$2,000 and bearing date of June
6th, 1924.

Respectfully,
Frank E. Shepard, Superintendent,
By *Ben Branch*
Deputy.

June 11, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to advise that I am in receipt of a statement from the
General Accounting Office suspending, under Symbol No. 15105, the fol-
lowing accounts of this institution for the period from December 3d to
December 31st, 1923:

Voucher No. 107, Mountain States Tel. & Tel. Company service for November, 1923,	\$22.07
Voucher No. 115, Public Service Corporation of Colo., service gas, lighting and power for November, 1923,	808.14
Total, suspended,	\$ 830.21

The General Accounting Office states that the suspension of these
accounts is due to the fact that the contracts for the fiscal year
1924, supporting the above payments are not on file in the Civil Di-
vision of the General Accounting Office. As these contracts, how-
ever, are on file in the Bureau, I beg to request that you will kind-
ly take the matter up with said office and have same satisfactorily
adjusted.

I am enclosing a statement from the Public Service Corporation of
Colorado in evidence of the fact that it is the legal successor of the
Denver Gas & Electric Company, our contract having originally been ex-
ecuted in the name of the latter company.

Respectfully,

Frank E. Shepard,
Superintendent,

by *Ben Branch*

Oscar Hinrichs,
Deputy.

PLACE Denver, Colo., June 10th, 1902 4.

INSTRUCTIONS—Observe E. D. Hall, and Department Circular No. 22. Report all here taken by employees thirty months on first working day of the month. Report of all here to be kept in office of local Field Office on Departmental Book Form 224. This Report to be prepared thirty months when possible and forwarded to administrative office in Washington. Average alphabetically by designation.

NAME.	AMOUNT.						SICK.		WITHOUT PAY.				MILITARY.		REMARKS. <u>Workmanship</u>
	CURRENT MONTH.			TOTAL FROM JAN. 1.			CON. DAYS MONTH.	TOTAL FROM JAN. 1.	CURRENT MONTH.	TOTAL FROM JAN. 1.	CON. DAYS MONTH.	TOTAL FROM JAN. 1.			
	DAYS.	DAYS.	DAYS.	DAYS.	DAYS.	DAYS.									
Supt. M. & R.															
Wilson, J. W.															
Supt. Coining.															
Tells, J. C.															
Chief Clerk.															
Leech, E. F.															
Cashier.															
Phillips, R. M.	2		30	1	2	30									100
Assist. Assayer.															
Bowen, W. F.					3										95
Assayer's Assist.															
Wall, R. E.					1			2							100
Assist. Supt. M & R															
Malmstrom, C. C.	1		30	4				8							100
Bookkeeper.															
Donckla, H. J.	1				5										100
Weigh Clerk.															
Bridgley, G. F. W.	5	45		5	45										100
Clerks, Class 5															
Mauriche, Oscar.	2		2	1	30	9	18								100
St. John, Edmund.	6		3	1	30	2									100
Assist. Cashier.															
Fori, E. C.	1			1	1										100
Clerks, Class 4.															
Belknap, Fred D.		3		3		15									100
Inspector, W. P.				11		30									95
Whitney, G. H.		5	30	2	6	15									100
Clerks, Class 3.															
Krueger, G. H.		1	15	1	5	45									100
Spencer, G. H.	1	6	15	3	1	15									100
Private Sec'y.															
Plett, Virginia.				1		5	25								-
Capt. of Watch															
Smith, G. H.					5										100
Assist. Custodian.															
Kapen, P. M.	11	4		12											95
Chief Elec. & Foreman.															
Edin, M. H.		1	30	3	7		3								100
Doorkeeper.															
Legman, Joseph.															100
Fireman in Charge.															
Barris, R. J.															100
Foreman.															
Bortatit, George, Jr.					4	30									100
Bush, W. H.					2										100
Snay, Daniel.					8										95
Pewine, F. W.								1							100
Fernal, R. R.		1	30		3										100
Moldard, X. T.					2	1									100
Jacker, F. E.		3			6										100
Opardin															
Lowell, W. G.		1			1										90

NAME	ABSENCE						DAYS		WITHOUT PAY				MILITARY		REMARKS	
	CURRENT MONTH			TOTAL FROM JAN. 1			DATE	DATE	DATE	NO.	DATE	NO.	DATE	NO.		
	MON.	TUE.	WED.	THUR.	FRI.	SAT.										
Guards																Workshop
Felts, T. G.																90
French, H. F.				30					30	22	22					Absent - May 15 - Paroled
Hobson, J. B.																90 Appointed 5/19/24
Hurd, Joseph.									5							90
Newton, Allen.																95
Relish, J. F., Helpers.		4		2	2											95
Arnold, R. G.																100
Bucher, G. J.	1			1					3							90
Campbell, W. G.		2		6	5	30			30							90
Dexter, A. J.	1	30		5	30											100
Guthner, A. L.				9	1											95
Hall, J. E.	5	30	1	6	30			3	4							95
Ligon, Asa.	1			1												95
McClung, B. F.									5							95
Murphy, V. S.		1		7												95
O'Donnell, M. H.	1			17					30							95
Smith, E. G.									4							90
Smith, E. S.	5		1	1	30			4	6							95
Wilcox, S. B., Laborers																95
Robinson, A. W.																90
Tebb, A. M.									5							95
Williams, Lon.		3		6					5							90
Kiehl, J. F., Lieut. of Hatch.																100
Walters, Bakins, Harry.					2											100
Davis, W. H.		2		2												95
Donahue, J. J.																95
Hume, F. W.	1			1	1	30			13							95
Lindhard, J. A.					5											95
Welsh, W. R.			30	2	30				9							100
Whitaker, S. R., Scale Repairer					4	30		1	2							100
Kessner, E. F., Sk. Workmen.	2	1		3	1				13							100
Beggs, W. H.				1					1							100
Pell, E. G.					1	30		9	13							95
Quin, James.		2	30		6	30			5							100
Naldan, R. L.				1	4	30		2	2							95
Will, G. H.			30	1	2				1							95

MONTHLY (YEARLY) REPORT OF ABSENCE—CONTINUED.

SHEET No. 3

NAME	CONTINUED												REMARKS		
	ABSENCE						SICK		WITHOUT PAY					MILITARY	
	CURRENT MONTH			TOTAL FROM JAN. 1			Jan. 1st Month	TOTAL FROM JAN. 1	CURRENT MONTH		TOTAL FROM JAN. 1			Jan. 1st Month	TOTAL FROM JAN. 1
	DATE	REAS.	REAS.	DATE	REAS.	REAS.	DATE	REAS.	DATE	REAS.	DATE	REAS.	DATE	REAS.	
<u>Sk. Workmen</u>															
Hapenny, J. H.		2			1				2						100
Peirce, R. E.		2		1	6	30									95
Ryan, Patrick.															90
Smith, P. F.		2		1	3	10			5						95
Tamblyn, W. H.															95
Tinker, J. P.		1	30	4	5	15			4						100
Waters, R. C. Telephone Operator.		1		1	2										100
McKee, Agnes D. Weighers.		3	30		5				2						95
Cobhey, J. W.		1	30		3	30									85
Connors, H. M.		3	6		3	6	30	3	3						90

Frank E. Shepard,

Superintendent.

by

Oscar Winkeles,

Deputy.

June 16, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to the application for retirement on account
of total disability by

Horace W. French,

guard at this institution, I have to certify that he is to-
tally disabled for useful and efficient service in the posi-
tion held and that he is also unable to perform the duties of
any other position in this institution.

I have also to state that the present condition of Mr.
French's health is not the result of vicious habits, intem-
perance, or wilful misconduct on his part, and that he is there-
fore, in my opinion, properly eligible for retirement under the
provisions of Section 5 of the Act of May 22, 1920.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

CH VP

June 25, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending July 31st, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury, against the Appropriations made for the support of this Mint, for the fiscal year ending June 30th, 1925, in the following amounts, with which I am to be held accountable under my bond, dated January 14th, 1924:

Salaries of Officers and Clerks	\$5,300.00
Wages	10,800.00
Increased Compensation Allowed	2,500.00
Contingent Expenses,	<u>4,000.00</u>
Total:	\$22,600.00

Respectfully,



Frank E. Shepard,
Superintendent.

OK VP

N I G H T.

Denver, Colo., June 27th, 1924.

Director of the Mint,
Washington, D.C.

Value of coinage for month - Double eagles six million dollars; Nickels eighty thousand dollars. Total Six million eighty thousand dollars.

John P. Jones
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

June 30th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bond of F.W. Tucker executed
in the penal sum of \$5,000 and bearing date of July 2nd, 1924.

Premium receipt attached

Respectfully,

Frank E. Shepard,
Superintendent.

June 30, 1924.

Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose contracts, in triplicate, for supplying gas, light and electric power and telephone service to this institution by the Public Service Corporation of Colorado and the Mountain States Telephone and Telegraph Company, respectively, during the fiscal year ending June 30th, 1924.

If these contracts meet with your approval I have to request that two (2) copies of each be returned here, one each for the files of the contractors and one each for the files of this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

CH VP

enclosures

June 30, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing proposals, and schedule of same, which I have obtained for furnishing certain supplies to this institution during the fiscal year 1925.

Where possible I have obtained two or more competitive bids, and I recommend the acceptance of those I have checked in red.

Respectfully,

CH WT

Frank E. Shepard,
Superintendent.

July 1st, 1924.

The Director of the Mint,
Washington, D.C.

Sir:

I have to advise that no changes were made in the personnel of this institution during the month of June, 1924.

Respectfully,

Frank E. Shepard,
Superintendent.

Denver, Colo..

July 7th, 1924.

Director of the Mint,
Washington, D.C.

by wire
Need credit of one thousand dollars, Public Money, Contingent Expense, for Postage
on coin shipments.

Superintendent,

Official business, Government rate,
Charge U.S. Mint at Denver.

Denver, Colo.. July 8, 1924.

Director of the Mint,
Washington, D.C.

Request authority to break seal compartment sixteen storage vault containing
one million two hundred sixty thousand standard silver dollars to fill order
of Treasurer. Please wire quick.

Frank R. Shepard.
Superintendent.

Official business, Government rate,
Charge U.S. Mint, Denver.

Denver, Colo., July 9th, 1924.

The Director of the Mint,
Washington, D.C.

Have two shipments awaiting credit for postage, public moneys, requested by
telegram seventh.

Frank E. Shepard

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

Treasurer, United States,
Washington, D.C.

Denver, Colo., July 9, 1924.

Have received today two telegrams for tooth to unity Helena carden circulated smart
strait number thirty seven. Sin ship carden or figaro asse.

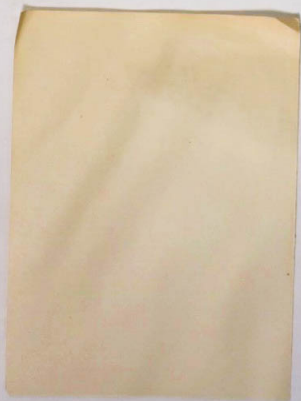
Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

INSTRUCTIONS.—Observe T. R. 1000, and ~~Environmental Check~~ ^{Report} all down taken by employees in previous month on first working day of the month. Report to be kept in office of Local Field Office on ~~Department~~ ^{the form 1000}. Report to be prepared at typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designation.

[illegible]

July. 1, 1924
no record



NAME	GENERAL SERVICE						MILITARY SERVICE					
	DATE	NO.	NO.	NO.	NO.	NO.	DATE	NO.	NO.	NO.	NO.	NO.
Garbis, T. Jr.	2	30			2	30						
French, F. W.				30				30	25	47		
Hobson, J. B.												Absent without leave
Hard, Joseph												90
Newton, Allen							5					90
Welsh, J. P.					2	2						95
Arnold, R. C.		4			4							95
Bucher, G. J.	1				2		3					100
Campbell, W. G.	22			20	5	30	30					90
Dexter, A. J.	2	4		3	1	30						90
Guthner, A. L.					9	1						100
Hall, J. E.	2	4		4	2	30	4					95
Ligon, Asa					1							95
McClung, B. F.		4			4		5					95
Murphy, V. S.	1	1			2							95
O'Connell, H. M.	2	4		19	4		30					100
Smith, E. C.							4					95
Smith, E. S.	2	4		3	5	30	6					90
Wilcox, S. B.		4			4							95
Robinson, A. W.												95
Webb, A. M.							5					90
Williams, Lon					6		5					95
Kiedinger, Peter												90
Baskin, Harry		4			6							100
Davis, W. H.		4			6							100
Donahue, J. J.												95
Hume, F. H.		4		1	5	30	13					100
Lindhard, J. A.		4		1	1		1	1				95
Welsh, W. R.		4			6	30	9					95
Whitaker, C. R.		4		1		30	2					100
Scale Repairer												100
Workman, W. P.				3	1		13					100
Reyes, W. R.	2	1	30	3	1	30	1					100
Jell, E. C.	2	4		2	5	30	13					95
Cain, James	2	4		3	2	30	5					100
Miller, B. L.	4			5	4	30	2					90
Will, G. M.	1	3		2	5		1					95

125
RECORDED
SERIALIZED

Portuguese

	1	2	3	4	5	6	7	8	9	10	11	12
McLaren, J. W.												
McLaren, J. W.	1											
McLaren, J. W.		1	1									
McLaren, J. W.		4	2	2	30							
McLaren, J. W.												1
McLaren, J. W.												95
McLaren, J. W.												90
McLaren, J. W.	1		2	3	10							95
McLaren, J. W.		1										95
McLaren, J. W.	1	1	5	6	15							95
McLaren, J. W.												100
McLaren, J. W.		4	1	6								100
McLaren, J. W.		5	1	2		3						95
McLaren, J. W.		30		4								95
McLaren, J. W.			3	6	30							95
McLaren, J. W.						3						90

Frank N. Shepard,
Superintendent.

NIGHT

Denver, Colo., July 9, 1924.

The Director of Mint,
Washington, D.C.

In making up payrolls would it be satisfactory to arrange names alphabetically
as per ~~exam~~ lists submitted with your letter June twenty third.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

July 11th, 1924.

Comptroller of the Currency,
Treasury Department, Washington, D.C.

Try your second message tenth instant missing.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint, Denver.

Denver, Colo., July 11, 1924.

The Director of the Mint,
Washington, D.C.

Credit one thousand dollars, public money, for postage coin shipments requested
my telegrams seventh and ninth instant not yet received. Please rush and
advise.

Superintendent.

Official business, Government rate,
Charge U.S. Mint, Denver.

July 25, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending August 31st, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury, against the appropriations made for the support of this Mint, for the fiscal year ending June 30th, 1925, in the following amounts, with which I am to be held accountable under my bond, dated January 14th, 1924:

Salaries of Officers and Clerks	\$3,500.00
Wages of Workmen	<u>10,800.00</u>
Contingent Expenses	n i l
Totals: -----	\$14,300.00

Respectfully,

Frank E. Shepard,
Superintendent.

July 26th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bond of Benjamin M. Phillips executed in the penal sum of \$30,000 and bearing date of July 24th, 1924. Premium receipt attached.

I have also to enclose premium receipt on the bond of G.R. Whitney, in amount \$6.75.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

July 31st, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that no changes were made in the personnel of this institution during the month of July, 1924.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

August 4, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to request authority to purchase of the American
Gas Furnace Company, Elizabeth, New Jersey,

(One) lead hardening furnace No. 63, at a price
of one hundred and eighty-three dollars (\$183.00),
f. o. b. Denver.

This furnace is to be used by our Machinery Department
for tempering by molten lead with temperatures from 1400 to
1500 degrees F. and is of the same type as that employed for
similar purpose at the Philadelphia Mint.

Respectfully,

Frank E. Soper

August 4, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the first instant, calling
attention to the signature of Mr. Hinrichs in the absence of
myself and the Chief Clerk, as "Deputy Superintendent", you
are advised that Mr. Hinrichs so signed for the reason that
all of the signature cards forwarded by the Department, for
his specimen signature, so designated this classification.

Respectfully,

Frank E. Soper

August 5, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to request that you will arrange the shipment to this institution by the Mint of Philadelphia, of ten (10) obverse dime dies.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

INSTRUCTIONS.—CHIEF T. D. BULL, and Department Circular No. 222. Report all hours taken by employees in previous month or last week, 1st day of the month. Report all leave to be kept in book of Lead Plant Office on Departmental Book Form 212. This Report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designations.

NAME	ANNUAL						DICK		WINTHROP PAT.				MILITARY		REMARKS
	CURRENT MONTH			TOTAL FOR YEAR			CON. FOR MONTH	TOTAL FOR YEAR	CON. FOR MONTH	TOTAL FOR YEAR	CON. FOR MONTH	TOTAL FOR YEAR			
	DAYS	HRS.	MIN.	DAYS	HRS.	MIN.	DAYS	HRS.	DAYS	HRS.	MIN.	DAYS	HRS.	MIN.	
Supt M & R															Workman's
Milner, J.W.	2			2											-
Supt Coining															
Wells, J.G.	24			24											-
Chief Clerk															
Leach, E.E.	11			11											-
Cashier															
Phillips, R.M.				1	2	30									100
Assist Assayer															
Swan, W.F.	2	4		2	7										95
Assayer's Assist.															
Hall, R.H.	11			12					2						100
Bookkeeper															
Danckla, H.H.				6	30										100
Weigh Clerk															
Brierley, G.F.W.				5	45										100
Assist Chief Clerk															
Hirshka, Oscar				2	1	30			25						100
Clerks, Class 5															
St. John, Farnum	19	5		23	1	30			3						100
Assist Cashier															
Ford, E.C.				1	1										100
Coin Clerk															
Balkman, F.D.	21			25	45										100
Clerks, Class 4															
Munroster, W.P.	6	4		17	4	30									100
Whitney, G.R.	13			16	45				7						100
Clerks, Class 3															
Kuegar, G.H.	21			23	45		1	1							100
Spencer, G.H.	21			24	1	15									100
Private Secy.															
Platt, Virginia				1					25						-
Capt of Guards															
Smith, G.H.				1	1										100
Furnace Man															
Rean, Patrick															90
Junior Assayers															
Cobbay, J.W.				4											65
Censors, E.H.	22			25	6	30			3						90
Supt Machy															
White, M.H.	22			25	7				3						100
Annexing Room															
Backer, E.W.	24			27	2										*
Assist Custodian															
Karpen, P.H.				16											95
Automatic Scales															
Guthrie, A.L.	4	30	9	5	30										95
Blacksmith															
Danlynn, W.H.	24			25											*
Carpenter															
Pinker, J.E.	21			26	6	15			4						100
Checker, Coining Rm															
Gain, James	24			27	2	30			5						*
Checker & Counter															
Dexter, A.L.	24			27	1	30									*
Doorkeeper															
Lyman, Joseph															100
Deposit M Rm															
Moskus, J.J.															100

* Absent all month.

NAME	DATE	TIME FROM	TIME TO	TOTAL	PERCENT	REMARKS
Electrician						Workmanship
Halden, A.L.		29	4	30	2	*
Elevator,						
Folts, T.S.,	24	24	2	30		*
Fireman,						
Surge, B.S.,	24	25	4			*
Foreman DMR						
Prady, Daniel,		8				95
Foreman, Ingot Rm						
Rush, W.M.,	24	24	7			
Foreman, Press Rm						
Hempel, P.R.,	24	26				*
Foreman, Rolling Rm						
Drawing, F.W.,	24	26	4		*	*
Guard,						
Kiedinger, Peter,	24					*
Helpers,						
Dardis, W.M.,	24	24	6			*
Ligon, Asa,	24	24	1			*
Murphy, V.S.,	24	26				*
Smith, E.G.,				4		90
Smith, E.S.,	24	27	5	30	6	*
Helper, Make Up						
Waters, R.C.,	23	24	6			100
Head Janitor						
Campbell, W.G.,	1	28	6	30	30	100
Janitors,						
Robinson, A.W.,						90
Webb, A.M.,	24	24		5		*
Williams, Lon,		6		5		90
Machinists						
Hepenny, J.H.,	24	25	2	2		*
Smith, F.P.,	24	26	3	30	5	*
Melters,						
Lindhard, J.A.,	24	25	1	1		*
Whitaker, S.R.,	24	25		30	2	*
Scale Adjuster						
Moessner, E.F.,		3	1		13	100
Shaving Mach.						
Beggs, W.H.,	24	27	1	30	1	*
Sk. Workman,						
Bell, K.G.,	24	26	5	30	13	*
Sk. Workman,						
Buscher, G.J.,	24	26		3		*
Sk. Workman,						
Hill, G.M.,	24	26	5		1	*
Hall, J.B.,	24	28	2	30	4	*
O'Donnell, H.M.,	8 4	26		30	17	17
Tel Operator,						
McKinn, A.D.,	24	25	2		8	*
Watchmen,						
Boswell, W.G.,		1				95
Franch, H.W.,		30		30	27	74
Hobbes, J.B.,						90
Ligard, Joseph,				5		90
Newton, Allen,						95
Welsh, J.F.,		2	2			95

Frank E. Shepard,
Superintendent.

* Absent all month.

August 8, 1924.

The Director of the Mint,
Washington,
D. C.

Sirs:

I am enclosing, as requested by your letter of the 2d instant [P] an estimate of the Appropriations that will be required for the support of this institution for the fiscal year ending June 30, 1926.

I would explain that the amounts permitted for salaries and wages under your advice of the Reclassification Schedules, have been adopted without variation, except that in the wages total I have added, as you doubtless intended, the sum required for necessary over-time Sunday work in our Refinery, and a few hundreds of dollars for probable over-time breakdown service.

The Contingent Appropriation of \$50,000.00 for the past two years has been adhered to for 1926, although as you are well aware it is difficult to approximately adjust these figures for supplies so far in advance.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

2 enclosure - 4 pages

~~XXXXX~~

Denter Colorado August 12 1924

Treasurer of the United States

Washington D C

Your letter instructing shipment yesterday transfer number ninety six
not received till today ~~xxxxxxxx~~

Will ship at once

Frank E Shepard

Superintendent

August 12, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose an official Bond in the penal sum
of \$5,000.00 and dated August 8th, 1924, executed by
Floyd F. Smith, an employee of this institution.

Premium receipt attached.

Respectfully,

Frank E. Shepard,
Superintendent.

enclosure

August 14, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

As instructed by your telegram of the 11th instant I have recast the expenditures classification for the 1926 estimates, previously forwarded.

These pages are submitted in substitution for Page 1, Contingent Expenses, as originally rendered.

Respectfully,

Frank E. Shepard,
Superintendent.

enclosures
Pages 1 and 1-1/2

August 14, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing contracts as per your schedule of awards for furnishing this institution certain supplies and services, during the current fiscal year.

As you will observe from the General Chemical Company's letter, accompanying its contract and bond, the delay in forwarding these contracts was due to an inordinate period consumed by the Chemical Company in perfecting the necessary bond at its New York Office.

Respectfully,

Frank E. Shepard,
Superintendent.

August 14, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 11th instant (P) - Commercial Bars were manufactured at this institution during the past fiscal year in the following amount:

Fine Ounces - Gold

6,555-533

Value

\$135,514.89

Respectfully,

Frank E. Shepard,
Superintendent

August 15, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

I have to request that you will arrange the manufacture by the Mint at Philadelphia of 50 ounces proof gold for shipment to this institution at its very earliest convenience.

Respectfully,

Frank E. Shepard,
Supt., U. S. Mint.

August 26, 1924.

The Director of the Mint,
Washington,
D. C.

Sirs:

To enable me to meet the expenditures of this institution for the month ending September 30, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury against the Appropriations made for the support of this institution, for the current fiscal year, in the following amounts with which I am to be held accountable under my Bond, dated January 14th, 1924:

Salaries of Officers and Clerks	\$1,450.00
Wages of Workmen	9,300.00
Contingent Expenses	<u>2,000.00</u>
Total	\$12,750.00

Respectfully,

Frank E. Shepard,
Superintendent,

By E. F. Leach,
Acting Superintendent.

August 27, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 23d instant (P) touching the number of deposits, re-deposits, etc., at this institution during the fiscal year 1924, I have to submit:

Deposits gold and silver -----	3,181
Re-deposits purchased -----	None
" transferred -----	58
Deposits in trust -----	None
<u>Total gold and silver</u> -----	<u>3,239</u>

Respectfully,

Frank E. Shepard,
Superintendent.

W. E. P. Leech
W. E. P. Leech,
Acting Superintendent.

THE MINT

September 5, 1924.

Director of the Mint,
Washington,
D. C.

Sir:

I have to advise that there were no changes in the personnel of this institution during the month of August.

Respectfully,

Frank E. Shepard,
Superintendent.

September 6, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose premium receipts pertinent to the Bonds of the following named employees:

William F. Munster	\$6.75
William H. Tumblyn	4.05

Respectfully,

Frank E. Shepard,
Superintendent.

MONTH (YEAR) OF REPORT 1914.

To Director of the Mint.

HEAD OF OFFICE (TITLE)
TREASURY DEPARTMENT,
WASHINGTON, D. C.

TREASURY DEPARTMENT, OFFICE OF

UNITED STATES MINT

PLACE Denver, Colorado, September 6, 1914.

INSTRUCTIONS.—Observe T. D. No. 1, and Department Circular No. 302. Report all leave taken by employees in previous month on first working day of the month. Report of all leave to be kept in office of Local Field Officer on Departmental Form 1114. This Report to be prepared on typewriter when possible, and forwarded to administrative office at Washington. Arrange alphabetically by designation.

NAME	ANNUAL						SICK		WITHOUT PAY				MILITARY		REMARKS Workmanship	
	CURRENT MONTH			TOTAL FROM Jan. 1			CUR- RENT MONTH	TOTAL FROM Jan. 1	CUR- RENT MONTH	TOTAL FROM Jan. 1	CUR- RENT MONTH	TOTAL FROM Jan. 1				
	DAYS	HRS.	AMTS.	DAYS	HRS.	AMTS.										
t. M. & R.																
W.				2												
Coining,																
C.	2	4		26	4											
of Clerk,																
P.				11												
ier.																
S. M.				1	2	30									100	
st. Assayer,																
P.	12	4		22	3										95	
ver's Assistant,																
.		4		12	4		2								100	
eeper,																
J.	12		30	12	7										100	
h Clerk,																
C.F.W.					5	45									100	
Chief Clerk,																
Oscar,	17			19	1	30	1	26							100	
ks, Class 5,																
arnum,	2	2		25	3	30		3							100	
st. Cashier,																
.				1	1										100	
Clerk,																
D.	2	1	30	27	2	15									100	
ks, Class 4,																
W. P.	7			24	4	30									100	
R.	12	4		28	4	45		7							100	
ks, Class 3,																
H.	1	4		24	4	45		1							100	
H.	2	1	30	26	2	45									100	
ate Secretary,																
inin,				1			25									
t. of Guards,																
.	10			11	1										100	
nace Man,																
ck,																95
ior Assayers,																
E.		4		1											85	
M.	2	1		25	7	30	3								90	
t. Machinery,																
.				25	7		3								100	
caling Room,																
F.	1	4		28	6										100	
st. Custodian,																
.	1			19											95	
pic Scales,																
L.,	20	2	30	30											95	
ksmith,																
H.,	1	4		26	4										95	
enter,																
.		1		26	7	15	4								100	
Coining Room,																
.	1	4		28	6	30	5								100	
A. Counter																
.	2			29	1	30									100	
per,																
ph,																100
M. Room																
J.	28			22											100	

NAME	ADJUTANT						BICK		WITHOUT PAY				MILITARY		REMARKS	
	CURRENT MONTH			TOTAL FROM JAN. 1			CON. ADJ. MONTH	TOTAL FROM JAN. 1	ADJUTANT		TOTAL FROM JAN. 1		ADJ. MONTH	TOTAL FROM JAN. 1		
	DAYS	HRS.	MIN.	DAYS	HRS.	MIN.	DAYS	HRS.	DAYS	HRS.	DAYS	HRS.	DAYS	HRS.		
Electrician, Alden, R. L.				29	4	30			2	1	4	1	4			90
Rigvator, Potts, T. J.				24	2	30										90
Fireman, Sury, E. S.	4	4		30												100
Fireman DMR Crack, Daniel,				8												95
Fireman Ingot Room, Bush, L. M.	4	4		29	3											100
Foreman Press Room Hemmel, R.	1	4		28	3											100
Foreman Rolling Room Fresling, F. W.	1	4		28				1	3							100
Quart. Kiedinger, Leo,				24												100
Helpers, Pardis, W. M.	4	4		29	2			5/8 5/8								95
Ligon, Asa,	4			28	1											95
Murphy, V. G.		1		26	1											95
Smith, T. G.	19	4		19	4			4								90
Smith, E. S. Helper Wake-up Room	1	4		29	1	30		6								95
Waters, E. L. Head Janitor	2	2		27				2	2							100
Cambell, W. G. Janitors	1	30	29					30								100
Robinson, A. W.																90
Webb, A. M.				24				5								95
Williams, Lou, Machinists,	22			22	6			5								90
Hapenny, J. H.	1	4		26	6			2								100
Smith, F. F. Melters	1	5		28	30			5								95
Lindhard, J. A.	3	7		19				1								95
Whitaker, S. R. Scale Adjuster	4	4		29	1	30		2								100
Moessner, E. F. Shaving Machine		2	30	3	3	30		13								100
Eggs, W. H. Sk. Workman,	1	4		28	5	30		1								100
Bell, E. G. Sk. Workman,	2	1		28	6	30		13								95
Bucher, G. J. Sk. Workman,	2	4		28	4			3								90
Hill, G. M.	1	4		28	1			1								95
Hall, J. E.	1	4		29	6	30		4								95
O'Connell, H. M. Tel. Operator,	1	4		29	4			30		17						95
McKean, Agnes, B. Watchmen,				25	2			5								95
Boswell, W. G.				1												95
French, H. W.								26		100						---
Hobson, J. B.																90
Hurd, Joseph,								5								90
Kepton, Allen,																95
Walsh, J. F.	23	4		25	6											95

MONTHLY (YEARLY) REPORT OF ABSENCE—CONTINUED.

SHEET NO. 3

NAME.

ABSENCE

SICK

WITHOUT PAY

REMARKS

CURRENT MONTH

TOTAL FROM JAN. 1

CUR. MONTH

TOTAL FROM JAN. 1

CURRENT MONTH

TOTAL FROM JAN. 1

CUR. MONTH

TOTAL FROM JAN. 1

REMARKS

Workmanship

NAME.	ABSENCE				SICK		WITHOUT PAY				REMARKS	
	CURRENT MONTH				TOTAL FROM JAN. 1		CURRENT MONTH				TOTAL FROM JAN. 1	
	DATE	NO.	DATE	NO.	DATE	NO.	DATE	NO.	DATE	NO.	DATE	NO.
Assist. Supt. M & R												
Malmstrom, C. C.			28	7		8						100
Foreman M & R												
Borsadt, George, Jr.	3	4	28	4	30							100
Foreman M. Room												
Stoddard, X. T.	3	3	30					12		12		100
Assist. Foreman,												
Peirce, R. E.	4		30					22		22		95
Helpers,												
McClung, S. P.	4	4	30			5						95
Moox, S. B.	4	4	29									95
Melters,												
McKind, Harry,	4	4	29	2								100
Mude, F. E.	4	2	30	30		13		52		52		100
Welsh, W. R.	4	4	29	2	30	9						100

Frank E. Shepard,

Superintendent.

September 8, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 2d instant (P) touching accounts for the quarter ended June 30th, 1924, I have to advise that all paragraphs of this letter have been carefully noted and called to the attention of the Accounting Agencies involved.

I append explanation of such as indicated by you is desirable:

This institution does not aim to ignore any additional charge where deposits run slightly over the round 100 ounces in weight. The instances cited by you did not take the additional levy, because the melting charge was based as customary on the gross weight of the individual deposit numbers entering into the same lot number.

In re Vouchers 240 and 242 for hauling:

There does not appear to exist a relevancy in the desirability of competition for the service performed.

The first voucher uncompetitive was for hauling six crates of earthenware from freight depot car to Mint. The amount involved \$1.50 was not adequate to justify different parties to visit the railroad yards, inspect the goods and submit proposals. The figure was exceptionally reasonable and when the notation was made upon the voucher as per arrangement "customary low price to Government" it was intended to verify our close attention in settling the voucher, that the charge was in fact in every way justified.

The second voucher in favor of Kennicott-Patterson Co. represented the hauling of forty (40) tons of copper, a transaction of such magnitude as called for competitive bids.

The Director of the Mint

In re Voucher No. 368:

The rubber hose, purchased from the Julius Pearse Fire Department Supply Co., carried the notation "4b" for the reason, that this hose is patented and not on sale by general dealers.

In re Voucher No. 314:

The Joseph Dixon Crucible Company proposal was accepted in toto, because it was regarded as considerably more advantageous to the Government than that of the Bartley Crucible Company. All of the Dixon graphite goods called for freight pre-paid, while the entire bid of the Bartley Company was made f.o.b. factory, and this institution was without knowledge of the freight charge that would be exacted on the bell stirrers from Bartley, which were the only item of lower unit price than the Dixon goods; nor had we information that Bartley would furnish this one item at the price offered, as these proposals (we have been frequently given to understand) are predicated upon the acceptance of all the items. Fragmentary shipments would take an advanced freight rate rather than the carload classification.

Respectfully,

Frank E. Shepard,
Superintendent.

P.S. Amended Account Current returned herewith.

Sept, 9th, 1924.

Respectfully returned with the information that E.W.French was without pay status on and after May 7th, 1924, having previously been granted 30 days sick leave and 30 days annual leave; since May 7th, 1924, he has been carried continuously on the rolls of this institution as being on leave without pay. The aggregate amount of deductions made for the benefit of the retirement fund from August 1, 1920, is \$88.56.

Frank E. Shepard
Superintendent.

XXXX

Denver Colorado September 19 1924

The Director of the Mint
Washington
D C

Please arrange speedy shipment of fifteen obverse quarter dollar dies

Frank E. Shepard
Frank E. Shepard
Superintendent

~~XXXX~~

Denver Colorado September 22 1924

Director of the Mint
Washington D. C.Account absence McKinnaw telephone operator due to fractured foot
request authority to engage substitute during disabilityGOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVERFrank E Shepard
Superintendent

September 22, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 17th instant (P-D) discussing certain figures entering into Forms 900 and 901 for December 1st, 1923, - I have to enclose explanatory statements from the Superintendents of Melting and Refining and Coining of this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

September 23rd, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the resignation of Mr. R.E. Peirce, assistant foreman in the refinery of this institution, which I have accepted, without prejudice, to take effect at the close of business on the 30th instant.

Respectfully,

Frank E. Shepard,
Superintendent.

September 24th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

In accordance with the authority contained in your telegram of the 22nd instant, I have this day appointed Mrs. Margaret C. Wood temporary telephone operator at this institution with compensation at the rate of \$3.50 per day, her oath of office being enclosed herewith.

No name on the eligible list furnished me by the local Secretary of the Civil Service was available for this appointment.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

September 25, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending October 31st, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury against the appropriations made for the support of this institution for the current fiscal year - in the following amounts, with which I am to be held accountable under my Bond dated January 14th, 1924:

Salaries of Officers and Clerks	\$3,500.00
Wages of Workmen	\$10,300.00
Contingent Expenses	<u>3,000.00</u>
Total,	\$17,300.00

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

15522

Denver Colorado September 30 1924

The Director of the Mint
Washington D C

Value September coinage double eagles eight million dollars

Dimes one hundred thousand

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT

Frank E. Shepard
Frank E Shepard
Superintendent

September 30th, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to formally recommend the following changes at this institution effective from October 1st, 1924, when Oaths will be executed and forwarded:

Harry Baskind now melter at \$5.80 per day to have designation changed to skilled workman, in charge of refinery silver cells at same compensation, \$5.80 per day.

Robert G. Arnold now helper at \$5.40 per day to have designation changed to skilled workman, in charge of refinery gold cells at compensation, \$5.80 per day.

Walter G. Boswell now watchman at \$1,200.00 per annum to be transferred to refinery and designation changed to helper, at \$5.35 per day.

These changes are made necessary by resignation of Mr. Roland E. Peirce of the refinery, which has been previously advised you.

Respectfully,

Frank E. Seward,
Superintendent.

October 1, 1924.

The Superintendent,
Mint of the United States,
Philadelphia, Pennsylvania.

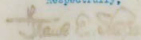
Sir:

I have this day forwarded you by American Railway Express one (1) box, containing coins reserved for Annual Assay, during the quarter ended September 30, 1924, as follows:

<u>Denomination</u>	<u>Number of Pieces</u>	<u>Value</u>
Double-eagle	800	\$16,000.00
Dime	500	50.00

Bill of lading to cover herewith.

Respectfully,



Frank E. Shepard,
Superintendent.

October 1st, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oaths of office, bearing even
date, of the following employees of this institution:

Robert G. Arnold.
Harry Baskind,
Walter G. Boswell.

Respectfully,

Frank E. Shepard,
Superintendent.

October 2, 1924.

The Superintendent,
Mint of the United States,
Philadelphia, Pennsylvania.

Sir:

I have to acknowledge the receipt of fifty (50) pairs of fire mitts by freight.

Please accept thanks and render bill for all fire mitts and asbestos mitts furnished to date and unliquidated.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 2, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose receipts for Bond premiums as follows:

Robert G. Arnold
Louis T. Monahan

\$6.75
6.75

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

PLACE Denver, Colorado, October 30, 1924

INSTRUCTIONS.—Observe T. D. Hall, and Department Circular No. 88. Report all time taken by employees in previous month on first working day of the month. Names of employees to be kept in office of Local Field Officer on Departmental Stock Form 888. This report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designations.

NAME	IN BUREAU						SICK		WITHOUT PAY						RETIRED		REMARKS
	CURRENT MONTH			TOTAL FROM JAN. 1.			CON. PREV. MONTH	TOTAL FROM JAN. 1.	CURRENT MONTH			TOTAL FROM JAN. 1.			CON. PREV. MONTH	TOTAL FROM JAN. 1.	
	MTS.	WKS.	WKS.	MTS.	WKS.	WKS.	MTS.	MTS.	MTS.	WKS.	WKS.	MTS.	WKS.	WKS.	MTS.	MTS.	
Supt. M. & R.																	
Wilson, J. W.	2	2	30	4	2	30											Workmanship
Supt. Coining.																	
Wells, J. C.				26	4												
Chief Clerk.																	
Leach, E. F.				11													
Cashier.																	
Phillips, B. M.				1	2	30											100
Assist. Assayer.																	
Brown, W. F.	4			22	7												95
Assayer's Assistant.																	
Hall, A. E.				12	4			2									100
Bookkeeper.																	
Faroklin, M. J.	11	4		24	3												100
Weigh Clerk.																	
Crierley, G. F. W.	24			24	5	45											100
Assist. Chief Clerk.																	
Winrichs, Oscar.	5	3	30	24	5		2	28									100
Clerks, Class 5.																	
St. John, Farnum.	4			25	7	30		3									100
Assist. Cashier.																	
Ford, E. C.	24			25	1												100
Coin Clerk.																	
Holmes, F. D.	1	4		28	6	15											100
Clerks, Class 4.																	
Munaster, W. F.			30	24	5	30											100
Whitney, G. R.				20	4	45	6	13									100
Clerks, Class 3.																	
Krueger, C. H.				24	4	45		1									100
Spencer, C. H.				26	2	45											100
Private Secretary.																	
Piatt, Virginia.	1	3	30	2	3	30		25									
Capt. of Guards.																	
Smith, G. H.				11	1												100
Furnace Man.																	
Ryan, Patrick.	8			8													95
Junior Assayers.																	
Cobbey, J. W.	22			23													85
Connors, M. M.				29	7	30		3									90
Supt. Machinery.																	
White, M. H.	1	6		27	5			3									100
Annealing Room.																	
Tucker, F. W.				28	6												100
Assist. Custodian.																	
Karpen, F. H.	1			19	1												98
Automatic Scales.																	
Guthner, A. L.				30					1 1/2		1 1/2						95
Blacksmith.																	
Tamblyn, W. H.				26	4												90
Carpenter.																	
Zimmer, J. F.	2			27	1	15		4									100
Checker, Coining Room.																	
Cain, James.				28	6	30		5									100
Checker & Counter.																	
Dexter, A. J.				29	1	30											100
Doorkeeper.																	
Leykam, Joseph.	24			24													100
Deposit Room																	
Donahue, J. J.	4	4		26	4												100

[illegible]

MONTHLY (YEARLY) REPORT OF ABSENCE—Continued.

BLANK (NO. 2)

NAME	JANUARY												FEB.		MARCH				APRIL				REMARKS Workmanship								
	WORKING HOURS			TOTAL PAID			DAYS PAID	DAYS PAID	DAYS PAID	DAYS PAID	DAYS PAID	DAYS PAID	DAYS PAID	DAYS PAID	DAYS PAID	DAYS PAID															
	MON.	TUE.	WED.	THU.	FRI.	SAT.											SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.							
Asst. Supt. M. & R.																															
Matron. C. C.	1																														100
Foreman M. & R.																															
Borahall, George, J. F.		2																													100
Foreman M. & R.																															
Stoddard, K. T.																															100
Asst. Foreman,																															95
Peirce, R. E.																															Resigned Sept. 30/24
Helpers,																															
McClung, B. F.																															95
Wilcox, J. B.	1																														95
Melters,																															
Backind, Harry,																															100
Russ, F. N.																															100
Welsh, W. R.																															100

Frank E. Shepard,
Superintendent.

October 1, 1924.

The Director of the Mine,
Washington,
D. C.

Sir:

I have to advise the following changes in the personnel of
this institution during the month of September:

Margaret C. Wood, temporary telephone operator, service
terminated September 27, 1924;

Holland E. Peirce resigned September 30th, 1924;

Respectfully,

Frank E. Shepard,
Superintendent.

xxx

Denver Colorado October 7 1924

The Director of the Mint
Washington

D C

on September ~~six~~ sixth Treasurer was advised balance contingent expenses
public moneys less than thousand dollars.

No credit has been received and balance reduced to one hundred twenty six
dollars

Frank E. Shepard
Frank E Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHANGE U S MINT DENVER

October 9, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

We are in receipt of letter from the District Secretary, of the Thirteenth United States Civil Service District, under date of October 31, 1924, with reference to temporary helpers employed in this institution.

On the recommendation of the Superintendents of the Departments in which the following helpers are employed, I recommend and request that, the following named persons employed as temporary helpers, be changed to permanent appointments, as helpers:

J. C. Hays	Helper
Robert G. Clark	"
John B. Henshaw	"
L. T. Monahan	"
W. J. M. Peters	"
Patrick O. Kennon	"
Charles J. Blanchard	"
Roy G. Russell	"
A. E. Eggert	"

The above change to be effective from November 1st, 1924, and the compensation of the above employees, to remain at present.

Respectfully,

Frank E. Shepard

FEB VP

Frank E. Shepard,
Superintendent.

October 9, 1924.

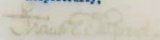
District Secretary,
Thirteenth United States Civil Service District,
416 Post Office Building,
Denver, Colorado.

Sir:

Your letter of October 3d, 1924. (File JGT:LT), with reference to temporary helpers employed in this Mint, was received and I am enclosing herewith letter in triplicate, to the Director of the Mint, recommending changes as specified.

With reference to Lincoln E. Spangler: I recommend and request that, he be continued in his present position for "job employment."

Respectfully,



FES VP

Frank E. Shepard,
Superintendent.

enclosures:

letter in triplicate
CC for District Secretary

October 10th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the official bond of Samuel
R. Whitaker, executed in the penal sum of \$3,000 and bearing
date of October 2nd, 1924.

I have also to enclose premium receipts on the
official bonds of the following employees:

George Borstait, Jr.,	in amount	\$13.50
Det. M. Clark,	"	6.75
James C. Hayes,	"	6.75
Joseph Hurd,	"	2.70
Joseph Leykam,	"	2.70

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

October 9, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to advise that, subject to your approval, I have this day made an exigency appointment - that of

Tom Gjenovich

as temporary helper at this institution, at an annual compensation of twelve hundred dollars (\$1,200.00).

This man has had an honorable record in the military service of the United States and is selected, because the District Civil Service Secretary advises that, he has at present no eligibles for helper.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 11th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office, bearing date of October 9th, 1924, of Tom Gienovich, temporary helper at this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

October 13th, 1924.

Mr. J.M. Tippet,
Superintendent, Portland Gold Mining Company,
Victor, Colorado.

Sir:-

Replying to your letter of the 11th instant, I find that, although your bars Nos. 88-1 and 88-2 were listed separately on our memorandum returns, in computing the charges thereon they were treated as one deposit. Ordinarily there is imposed a melting charge of \$1.00 for each 1,000 ounces or fraction when bars are treated separately, but when treated as one deposit, as in your case, \$1.00 is applied for the first 1,000 ounces and 10 cents additional for each 100 ounces or fraction in excess of 1,000 ounces which made your melting charge \$1.70 instead of \$2.00. Parting and refining and alloy charges are based on the gross number of ounces.

I am enclosing a copy of our table of charges for your further information on the subject and am very glad at all times to have you call my attention to any apparent discrepancies.

Respectfully,

Frank E. Shepard,
Superintendent.

October 14th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that the following blank forms and books be furnished for the use of this institution:

Form No.	On Hand.	Desired.	Blank Forms		Sample No.
			Title		
1	5	100	Deposits of Bullion, etc.,		1-10/28
17	150	200	Daily Transcript of Account.		2-10/28
53	12	30	Schedule of Pay Rolls and Public Vouchers.		3-10/28
125	20	30	Record of Coin Deliveries and Reservations.		4-10/28
193	15	25	Acquisition and Disposition of -		5-10/28
195	12	30	Do		6-10/28
214	0	25	Oath of Office and Personal History		7-10/28
232	2	15	Assets and Liabilities		8-10/28
245	10	10	Coinage, Mint at -		9-10/28
288	300	5000	Melter's card		10-10/28
474-B	22	30	Memo of U.S. Coins received		11-10/28
509	150	500	Daily Receipts, Deliveries and Balances.		12-10/28
510	0	1000	Settlement Bullion.		13-10/28
506-A	50	100	Memo of Gold Bullion Redeposited		14-10/28
906-B	25	100	Memo of Gold Bullion Redeposited		15-10/28
931	50	500	Signature card.		16-10/28
939	20	100	Public Voucher.		17-10/28
908-b	25	50	Purchase Order		18-10/28
1007	200	500	Time Card.		19-10/28
2245-A	5	25	Month report of absence.		20-10/28
5693	150	200	Daily Statement of Assets & Liabilities		21-10/28
5182	0	10	Requisition for Stationery		-10/28
			Blank Books		A B
			Weights Scale Book.		
564	10	25	Memorandum book		
1047	5	25			
			Miscellaneous		
			Memorandum blocks 4 x 5 1/2"		
			Do 6 x 5 1/2"		
			Do 6 x 10"		
20		100			
15		100			
10		100			

Respectfully,

Frank E. Shepard,
Superintendent.

October 18th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that 15 pairs of Quarter
Dollar dies and 10 obverse Dime dies be forwarded for
the use of this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 27, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

I have to request you to arrange a credit of \$1,000 "contingent
expenses, public moneys," for this institution, as our balance in
this fund has been reduced to \$458.40.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 27, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending November 30, 1924, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury against the appropriations made for the support of this mint for the current fiscal year, in the following amounts with which I am to be held accountable under my bond dated January 14, 1924:

Salaries of Officers and Clerks	\$3,600.00
Wages of Workmen	10,800.00
Contingent Expenses	4,000.00
	<u>\$18,400.00</u>

Respectfully,


Frank E. Shepard,
Superintendent.

XX

Denver, October 28, 1924.

Comptroller of the Currency,
Washington, D. C.

Harbor twenty seventh family bat directs and
assistant tierce sedate four packages lofty harbor tenth.

Govt. official business
Charge US Mint.

Frank E. Shepard,
Supt. Mint.

October 31st, 1924.

The Director of the Mint,
Washington, D.C.

Coinage for month: Double Eagles one hundred sixty five thousand dollars;
Quarter dollars two hundred fifty thousand dollars; Dimes one hundred thousand
dollars. Total five hundred fifteen thousand dollars.

Frank E. Thompson
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

November 24th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of October, 1924:

Appointments.

Tom Ojesewich, temporary helper at \$12.00 per annum. Oath dated Oct. 10th.

Change in Designation.

Harry Reinold, from helper at \$5.50 per day to skilled workman at same compensation.
Effective October 1st.

Promotions.

Robert C. Arnold, from Refinery at \$5.40 per day to skilled workman at \$5.50 per day.
Effective October 1st.
W.C. Roswell, from watchman at \$12.00 per annum to helper at \$5.35 per day.
Effective October 1st.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Monday 5th, 1906.

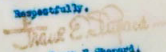
The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that E.O. Huffaker be appointed
a temporary helper at this institution with compensation at the
rate of \$6.50 per diem, effective from the 7th instant.

Mr. Huffaker has worked here before and his name has
been obtained from the eligible list furnished me by the Secre-
tary of the 13th U.S. Civil Service District.

Respectfully,



Frank E. Shepard,
Superintendent.

PLACE Denver, Colorado, November 6th, 1914

INSTRUCTIONS: Reports T. D. 2601, and Department Circular No. 331. Report all leave taken by employees in position (month and first working day of the month). Report of all leave to be kept in office of Field Office on Departmental Book Form 124. This report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Average alphabetical, by designation.

NAME	ANNUAL						SICK		WITHOUT PAY				MILITARY		REMARKS
	CURRENT MONTH			TOTAL FROM JAN. 1			CUR.	TOTAL FROM JAN. 1	CURRENT MONTH	TOTAL FROM JAN. 1		CUR.	TOTAL FROM JAN. 1		
	DATE	MO.	ENCL.	DATE	MO.	ENCL.	DATE	DATE	DATE	ENCL.	DATE	ENCL.			
Supt. M & R															Workmanship
Milroy, J.W.	18	1	30	22	4										-
Supt. Coining															-
Wells, J.C.				26	4										-
Chief Clerk															-
Leach, E.P.	12			23											-
Cashier															-
Phillips, A.H.	25			26	2	30									100
Assist. Assayer															100
Bowen, W.F.				22	7										96
Assayer's Assist.															100
Hall, E.E.	2			12	6			2							100
Bookkeeper															100
Danokla, E.J.	4			25											100
Weigh Clerk															100
Brierley, C.P.W.				24	5	45									100
Assist. Chief Clerk															100
Hirrich, Oscar	3	2		26				2	50						100
Assist. Cashier															100
Ford, E.C.	1			26	1										100
Coin Clerk															100
Bolknop, Fred D.				26	6	15									100
Clerk, Class 5															100
St. John, Bernard				30	26	1		3							100
Clerk, Class 4															100
Wheeler, J.R.	3			30	24	6		45	13						100
Whitney, J.R.				29											100
Clerk, Class 3															100
Kraeger, C.H.	6			26	2	45		1							100
Private Jacy															100
Spencer, G.N.				26	2	45									100
Private Jacy															100
Piatt, Virginia	17			19	3	30		25							-
Assisting Sm.															-
Tucker, F.H.	2			29	1										100
Assist. Custodian															100
Karpen, R.H.	10	4		29	5				2	2					96
Automatic Scales															96
Guthrie, A.J.				30			11	11			12				96
Blacksmith															90
Famblyn, T.E.				26	4										90
Carpenter															90
Flaker, J.E.	2			27	6	45		4							100
Checker, Coining Rm.															100
Quin, James	1	30		29				6							100
Checker & Counter															100
Dexter, A.J.	2			29	2	30									100
Capt. of Guards															100
Smith, C.E.				11	1										100
Deposit M Rm															100
Donahue, J.J.				26	4										100
Electrician															100
Islden, R.L.				27	4	30		2		1	4				90
Elevator															90
Watts, T.J.				24	2	30									90
Fireman															90
Watts, T.J.				30											90
Foreman, D.H.															90
Grady, Daniel															90
Foreman, Ingot Rm															90
Web, W.H.	1			27	6	30		2							100
Foreman, Dress Rm															100
Reigel, P.H.				30	26	7	30								100

MONTHLY (YEARLY) REPORT W ABSENCE--CONTINUED.

REPORT NO. 8

NAME	ANNUAL						SICK		WITHOUT PAY				MILITARY		REMARKS
	CURRENT MONTH			TOTAL YEAR			DATE	DATE	CURRENT MONTH	TOTAL YEAR	DATE	DATE	DATE	DATE	
	DATE	TIME	REASON	DATE	TIME	REASON									
Foran, William H.				25											Victims
Frederick, E.															100
Turner, Map															
Wright, Patrick	42			30											95
Guard															
Wiedinger, Peter				24					6	6					100
Helpers															
Wagon, Asa				28	1										95
Wagon, V.G.				26	1					1					85
Smith, E.G.				23						4					90
Smith, E.B.			1	29	2	30			6						95
Helper, Helen-Up															
Waters, E.G.			2	27	7	30			2						100
Head Janitor															
Campbell, W.G.				30	29	8	30		30						95
Janitor															
Robinson, A.W.	8			30					1	1					95
Webb, A.H.			6	30	24	6	30		5						95
Williams, Ian	2			24	6				5						90
Junior Assayer															
Gibbs, J.W.			1	23	1										85
Connors, H.H.			1	30	26	1			3						90
Machinists															
Hapenny, J.E.				26	6				2						100
Smith, F.F.				28	7				1	6					95
Melters															
Lindhard, J.A.				29						1					98
Whitaker, S.R.				29	6	30			2						100
Thum, P.N.				30					13						100
Welsh, W.R.				29	2	30			26						100
Scale Adjuster															
Wheeler, H.F.	12			29	5	30			13						95
Shaving Mach.															
Boggs, W.H.				29	6	30			1						100
Skilled Workmen															
Arnold, H.G.				28											100
Beckind, Harry				29	2										100
Roll, K.G.	1			29	6	30			13						95
Sucher, G.W.				28	5	30			2	5	1		1		90
Hall, J.E.				29	6	30			1	5					95
Hill, G.M.				28	1				1	2					95
O'Donnell, H.H.				29	4				30				17	4	95
Tel. Operator															
McKew, Agnes D.			3	30	26	1	30		12						95
Watchman															
Hanson, C.B.															95
Hurd, Joseph				24					3	8					90
Newton, Allen	27			27											95
Welsh, J.P.				28	6										95
Asst Supt MAR															
Malstrom, G.O.				29	7				2	11					100
Foreman MAR															
Harstedt, George, Jr.	4			29	2	30									100

MONTHLY (YEARLY) REPORT OF MEMBERS - CONTINUED.

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NAME	ANNUAL						MONTHLY PAY				SOCIETY		PERMANENT
	DATE	AGE	WAGE	DATE	AGE	WAGE	DATE	AGE	WAGE	DATE	AGE	WAGE	
Forbes, L. M.			50										100
Stedman, J. W.													90
Felton, R. G.			1										95
McClure, S. F.			30						5				95
Verdie, W. W.			29	2					6/6				95
Wilson, J. E.			50						1	2	1	2	95
Supt Machinery													100
White, R. H.			3	26					3				

Frank E. Shepard,
Superintendent.

November 7th, 1906.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that John W. McCarthy be appointed a temporary helper at this institution with compensation at the rate of \$6.25 per day, effective from this date.

Mr. McCarthy has been employed at this institution heretofore and his name has been selected from the eligible list furnished us by the Secretary of the 15th U.S. Civil Service District.

Respectfully,

Frank E. Shepard,
Superintendent.

November 8th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that fifteen (15) pairs of
Quarter Dollar dies and five (5) pairs of Dime dies be
forwarded for the use of this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard
Superintendent.

November 10th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose outbills of office, bearing date
of November 7th, of Earl Haffaker and John W. McCarthy, tem-
porary helpers at this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

November 12th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I am returning herewith the second sheet of Wages payroll for the period August 1st to 15th corrected as to the notation of a retirement deduction opposite the name of R.M. Clark - as advised by your letter of the 8th instant(P.).

The payment to Mr. Clark was correct and I find that the duplicate payroll was corrected here and in some manner the correction of the original was omitted.

Respectfully,

Frank M. Stewart, Superintendent

By

Acting Superintendent.

November 15, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing Certificate of Settlement of Account (Ordinary Expense) for the period February 1st to March 31st, 1924, executed by the Comptroller General.

An attached sheet exhibits the suspension of my payments of two telephone bills. The reason assigned is that "contract for fiscal year 1924 not on file in Civil Division of the General Accounting office."

I would say that, in June last upon similar suspensions for the same reason duplicates of this contract were secured and forwarded through the Bureau of the Mint.

Respectfully,

Frank E. Shepard,
Superintendent,

by

E. F. Leach,

1 enclosure

November 15th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose ~~present~~ receipts on the official bonds of the following employees of this Institution:

William H. Jones,	In account	\$6.00
Hugh M. Connors,	"	6.75
E. H. Hall,	"	6.00
Edward P. Leach,	"	20.00
Joseph W. Wilson,	"	20.00
Elmer A. Smith,	"	4.00

Respectfully,

Frank E. Shepard, Superintendent
By

Active Superintendent,

November 18, 1924.

Director of the Mint,
Washington,
D. C.

Sir:

Referring to our coinage die requirements for
the New Year, I have to request:

Fifteen (15) obverse, 1925 Double-Eagle dies.

Respectfully,

Frank E. Shepard,
Superintendent.

Denver, Colorado, November 19th, 1924.

The Director of the Mint,
Washington, D.C.

Please arrange earliest possible shipment ten pairs cents dies and ten obverse
nickel dies. Cannot order quarter dollar dies.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

November 21st, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to your letter of the 17th instant, I beg
to enclose new contract with the Eastern Iron Foundry Company
for iron castings for the fiscal year 1925 at the rate of \$0.06
per pound in substitution for the contract now on file which
indirectly charges this service at \$0.06 per cwt.

As requested by your Bureau letter dated July 10th, 1924,
the same has been corrected accordingly.

Respectfully,

Frank M. Shepard,
Superintendent.

November 21, 1924.

The Director of the Mint,
Washington,
D. C.

Sirs:

I have to advise you that but two encumbrances for Contingent Expense purchase fiscal year 1924 remain unliquidated, and we are now ready to settle same.

The delay was occasioned by belated returns on settlement sweeps consigned to the Arkansas Valley Smelting Company at Leadville, and the belated receipt of fire mits and asbestos mits upon an old order to the Mint at Philadelphia.

I have been advised by the latter institution that it erroneously doubled our order, and I would add, they also raised the price of the goods from the figure originally submitted us; however, the voucher as rendered by this institution was paid.

We now owe them \$169.00 for anode bags while last year's Contingent credit remaining here is about \$141.00.

The reimbursement of our Bullion Fund for loss on the sale of settlement sweeps, will require approximately \$1,700.00.

In order to close our last year's business by payment here of the two unliquidated encumbrances, I will thank you to arrange an immediate credit to me from last year's funds, which have been unrequisioned, of \$1,809.00. Upon receipt of this a probable small balance will be covered promptly into the Treasury through the usual channels.

As this credit can be wired us, payments can be completed and the account closed within the present month.

Respectfully,

Frank E. Shepard,
Superintendent.

November 25, 1924.

The Director of the Mint,
Washington, D. C.

Sir:

I have to advise that the salary allotment for the
fiscal year ending June 30th, 1925, has been assigned.
Without question, from the rules of this institution to
the effect of funding this day.

Respectfully,

Frank E. Shepard,
Superintendent.

November 25, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institu-
tion, irrespective of possibly delayed salary allotments,
I have to request that you will cause a requisition to be
made upon the Secretary of the Treasury, against the Ap-
propriation for this Mint for the fiscal year ending
June 30th, 1925, in the following amounts, with which I am
to be held accountable under my Bond dated January 14, 1924.

These amounts will take care of our requirements for
the month ending December 31st, 1924:

Salaries of Officers and Clerks	\$ 3,500.00
Wages of Workmen	10,500.00
Contingent Expense (Sufficient on hand)	_____
Total: ----	\$14,000.00

Respectfully,

Frank E. Shepard,
Superintendent.

Denver, Colo., December 1st, 1934.

Director of the Mint,
Washington, D.C.

Collected for Receipts: Five hundred twenty eight thousand dollars in shares
and two hundred fifty thousand dollars in silver. Total six hundred seventy
eight thousand dollars.

Superintendent.

Official Business, Government rate,
Charge U.S. Mint, Denver.

December 1st, 1934.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were
made in the personnel of this institution during the month
of November, 1934:

Appointments.

Earl Ruffaker, temporary helper, at \$6.35 per day, oath dated 11/1/34.
John W. McNulty, do

Wropped from Office.

Earl Ruffaker, temporary helper at \$6.35 per day, close of business 11/24/34.
John W. McNulty, do

Very respectfully,

Frank B. Shepard.
Superintendent.

TREASURY DEPARTMENT

OFFICE

United States Mint.

PLACE DENVER, Colo., December 4th, 1924.

100

DISTRICT OFFICE—Observe T. D. Hall, and Department Circular No. 301. Report all data taken by employees in previous month on first working day of the month. Based on all data to be kept in Office of Local Field Office on Departmental Blank Form 1125. This report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designation.

NAME.	ANNUAL.						MIL.		WITHOUT PAY.				MILITARY.		REMARKS.
	CURRENT MONTH.			TOTAL FROM JAN. 1.			EMP. ADJT MONTH.	TOTAL FROM JAN. 1.	CURRENT MONTH.		TOTAL FROM JAN. 1.		EMP. ADJT MONTH.	TOTAL FROM JAN. 1.	
	DATE.	AM.	PM.	DATE.	AM.	PM.	DATE.	DATE.	DATE.	AM.	DATE.	PM.	DATE.	DATE.	
Supt M & R															Workmanship
Milaom, J.W.	6			26	4										-
Supt Coining,															
Wells, J.C.				26	4		2	2							-
Chief Clerk,															
Lesch, E.P.				23											-
Cashier,															
Phillips, B.M.	3			29	2	30									100
Assist Assayer,															
Bowen, W.P.				22	7										95
Assayer's Assist															
Hall, R.E.				12	6		2								100
Bookkeeper,															
Demokla, H.H.				25											100
Weigh Clerk,															
Brierley, G.F.W.				24	5	45									100
Assist Chief Clerk,															
Hirricha, Oscar,				26				30							100
Clerk, Class 5,															
St. John, Parmm,	3	30	26	4	30	8	11								100
Assist Cashier,															
Ford, E.C.	3	30	26	4	30										100
Coin Clerk,															
Selknap, Fred D.,	1			29		15									100
Clerks, Class 4,															
Munroster, W.P.	1			25	6										100
Whitney, C.R.				29		45	5	16							100
Clerks, Class 3,															
Krueger, C.H.	1	1		26	3	45		1							100
Sponcer, G.H.		1	30	26	4	15									100
Private Secy.															
Plant, Virginia,	8			27	3	30		25							-
Annealing Room															
Tucker, F.W.				29	1										100
Assist Custodian															
Karpen, P.H.				29	5				2						95
Assist Supt M&R															
Malmstrom, C.C.	1			30			10	21							100
Automatic Scales															
Guthner, A.L.				30			1	12							95
Blacksmith,															
Timbly, W.H.				26	4										90
Carpenter,															
Tinker, J.P.				27	3	14	1	5							100
Checker, Coin'g Rm															
Gain, James.	1	30	29	1	30	2	7								100
Checker & Counter															
Dexter, A.V.				29	3	30									100
Capt of Guards															
Smith, G.H.				11	1										100
Deposit M Rm															
Demarus, J.J.				26	4										100
Doorkeeper,															
Layman, Joseph,				24											100
Electrician,															
Selden, R.L.				29	4	30	2	4		1	4				90
Elevator															
Mrs. J.S.				24	2	30	3	2							90
Fireman,															
Wris, S.J.				30											100

										Workmanabip
	Foreman, S.M.									
	Brady, Daniel,					6				95
	Foreman, Ingot Rm									
	Bush, W.M.,	1	30	29	7		2			100
	Foreman, Press Rm									
	Hempel, F.R.,	1	30	29	1					100
	Foreman, Roll'g Rm									
	Frowning, F.W.,					26		3		100
	Foreman, Refinery									
	Sorstadt, George, Jr.,					29	2	30		100
	Foreman, Ref.M.									
	Stoddard, K.T.,					30			1½	100
	Furnace Man									
	Ryan, Patrick					30				95
	Guard									
	Kiedinger, Peter,					24		6		95
	Helpers,									
	Soswell, W.G.,					1		3	3	90
	Morris, W.N.,	1				29	3		5/8	95
	Ligon, Asa,					28	1	2	2	95
	McClung, B.P.,					30			5	95
	Murphy, V.S.,					26	1		1	90
	Smith, E.G.,					29			4	90
	Smith, E.S.,	1				29	2	30	6	95
	Wilcox, J.B.,					30			1 2	100
	Helper, Make-Up									
	Waters, R.C.,	3				28	2	30	2	95
	Head Janitor									
	Campbell, W.G.,					29	5	30	30	95
	Janitors,									
	Robinson, A.W.,					30		2	2	90
	Webb, A.M.,	1				25	6	30	5	95
	Williams, Lon,					24	6		5	90
	Junior Assayers,									
	Cobbey, J.W.,					23	1			85
	Connors, H.M.,	2	4			28	5	2	5	90
	Machinists,									
	Eapenney, J.H.,					26	6	2	4	100
	Smith, P.F.,					28	7		6	95
	Melters,									
	Lindhard, J.A.,					29			1	95
	Burns, P.H.,					30			13	95½
	Whitaker, S.R.,					29	6	30	2	100
	Telsh, W.R.,					29	2	30	2	100
	Scale Adjuster,									
	Noesamer, E.F.,	1				29	6	30	13	100
	Shaving Mach.									
	Sege, W.H.,	2				29	7	30	1	100
	Sk.Workmen,									
	Arnold, R.C.,					28				100
	Gaskind, Harry,					29	2			100
	Bell, K.G.,					29	6	30	1	95
	Bucher, G.J.,					28	5	30	1	90
	Hall, J.E.,					29	6	30	2	95

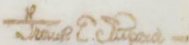
XXXX

Denver Colorado December 10 1924

Director of the Mint
Washington
D C

Orders received for coin shipments require in excess seven hundred dollars
more than balance here contingent expenses public moneys

Please arrange wire credit for at least fifteen hundred dollars



Frank E. Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

December 10, 1924.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to recommend that

J. C. Hayes

be given probational appointment in this institution as helper, with compensation at the rate of \$5.55 per day, which is his present compensation as temporary helper.

Mr. Hayes is now a helper in the refinery and has served in this institution as temporary helper, as per the following schedule:

<u>Appointed</u>	<u>Dropped</u>
Sept. 2, 1921	Novr. 15, 1921
July 25, 1922	Feby. 25, 1923
Augt. 17, 1923	Still on duty.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

FEB 7P

XXXXXX

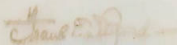
Denver Colorado December 12 1924

Director of the Mint
Washington
D C

Public moneys credit requested tenth not received

Have not sufficient postage money for shipment ordered today
nor three subsequent shipments

Will you kindly expedite



Frank E. Shepard
Superintendent

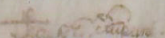
GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

XXXX

December 16, 1924.

Director of the Mint,
Washington, D. C.

Please advise Treasurer twenty thousand dollars
dimes shipment scheduled for today cannot be made until Thursday
when coin will be available.



Frank E. Shepard,
Superintendent Mint.

Government official business
Charge US Mint, Denver.

X

NIGHT

Denver, Colo., December 17, 1924.

The Director of the Mint,
Washington, D.C.

Request authority to purchase two tons borax glass sixteen cents per pound.
two t
Best bid obtainable.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

XXXXX

Denver Colorado December 18 1924

Director of the Mint
Washington
D C

Balance contingent expenses public moneys below five hundred dollars
Please arrange credit at least one thousand dollars

Frank E. Shepard
Frank E. Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

December 27th, 1924.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to forward premium receipt on the official
bonds of the following employees of this institution:

Fred E. Shaw,	in amount	\$ 6.75
Peter Kiedinger,	"	2.70
John A. Lindhard,	"	4.05
Kerree T. Stoddard,	"	6.75
George E. Spencer,	"	6.75
John F. Tinker,	"	2.70
William A. Welsh,	"	4.05

Respectfully,

Frank E. Shepard,
Superintendent.

Dec. 30, 1924.

Director of the Mint,
Washington, D. C.

Sir:

Referring to your instructions that such minor coinage be
executed in connection with double eagle coinage as ~~is~~ ^{is} poss-
ible, I have to request as soon as they can be forwarded:

12 Obverse 1925 One Cent ~~Notes~~

Respectfully,

Frank E. Shepard
Frank E. Shepard, Superintendent.

Denver, Colo., December 31st, 1924.

The Director of the Mint,
Washington, D.C.

Coinage for month - Double Eagles seven hundred twenty five thousand dollars;
Dimes two hundred ninety one thousand dollars; Five Cent pieces thirty two
thousand nine hundred dollars; Bronze twenty five thousand two hundred dollars.
Total one million seventy four thousand one hundred dollars.

James E. Quinn
Superintendent.

Official Business, Government rate,
Charge U.S. Mint at Denver.

January 3rd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose premium receipt on my official
bond, in amount \$100.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

January 5, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to advise you that I have this day forwarded the United
States Assay Office at Salt Lake City twenty (20) ounces pure silver
assay bars as instructed by your letter of the 26th ultimo.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

January 3, 1925.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 27th ultimo (P) which calls attention to your letter of October 1st, 1924, instructing the setting up and reporting of encumbrances against Appropriations, with monthly report of liquidations and adjustments against same, covering transportation of passengers, freight and expressage, I have to say:

It has been, and is, our desire to carry out your accounting and other instructions as minutely as possible, but I find that some doubt existed as to the character of items of transportation pertinent to these reports, and some difficulties involved in encumbering such items. For instance: We were not clear that such shipments as dies were intended to be encumbered at time of order, and certain articles manufactured for us by the Mint at Philadelphia and shipped in partial lots arrive by parcels post, expressage and freight.

We would like instructions as to the method of encumbering such cases in advance.

In September we ordered 10,000 coin sacks from the Mint at Philadelphia. Only 1,500 have so far reached us with an advice following a letter of inquiry from here, that an additional 1,500 have been shipped. An encumbrance for the entire 10,000 is evidently destined to await much passage of time until entirely liquidated.

None of the items on the bookkeeper's monthly statements of Department bills liquidated were encumbered. I note that carpet and asbestos mitts and anode bags ordered and paid for from the Appropriations of 1924 carry a freight payment from the 1925 Appropriations. Will that not confuse our encumbrances between the fiscal years involved?

In general, however, I think we now have a better understanding of your desires and I have to request that instead of going back and encumbering transportation bills for dies, etc., from the beginning of the current fiscal year to the serious disarrangement of the Bookkeeper's statements and balances, we be permitted to initiate this detail setting up and reporting of transportation items, paid by the

The Director of the Mint

Page 2

Department, with this new calendar year.

Respectfully,

Frank E. Sheppard
Frank E. Sheppard,
Superintendent.

January 7th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am forwarding under separate cover pay
rolls of this institution which were inadvertently
omitted from the expense accounts forwarded yesterday.

Respectfully,

Frank E. Shepard,
Superintendent.

January 8th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that no changes were
made in the personnel of this institution during
the month of December, 1924.

Respectfully,

Frank E. Shepard,
Superintendent.

January 9, 1925.

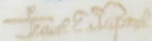
The Director of the Mint,
Washington,
D. C.

Sir:

I have to request authority to ship to the Bureau of Standards at Washington one (1) set Class A Standard Weights, Troy and Metric.

These weights were received here in 1906 and our Scale Repairer, Mr. Moessner, is anxious that they be officially checked up at this time.

Respectfully,



Frank E. Shepard,
Superintendent.

NAME	ABSENCE						SICK		WITHOUT PAY				MILITARY		REMARKS
	CURRENT MONTH						CUR. MONTH	TOTAL FROM JAN. 1	CURRENT MONTH	TOTAL FROM JAN. 1	CUR. MONTH	TOTAL FROM JAN. 1	CUR. MONTH	TOTAL FROM JAN. 1	
	DATE	REASON	DATE	REASON	DATE	REASON	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	
Foreman, D.M.															Workmanship
Brady, Daniel,	20		26												95
Foreman, Ingot M.Rm.,															
Bush, W.M.,			29	7			3	5							100
Foreman, Press Rm															
Hempel, P.R.,	1		29	2											100
Foreman, Roll's Rm															
Frewing, E.W.,	1		26	1				3							100
Foreman, Refinery,															
Borstadt, Geo. Jr.,			29	2	30										100
Foreman, Ref. M.Rm.,															
Stoddard, X.T.,			30				1	1			1 1/2				100
Purnace Man															
Ryan, Patrick,			30												95
Guard,															
Kiedinger, Peter,			24					6							100
Helpers,															
Boswell, W.G.,			1				1	4							90
Dardis, W.N.,			29	3				5/8							95
Ligon, Asa,			26	1	12	14									95
McClung, B.F.,			30					5							95
Murphy, V.S.,			26	1				1							90
Smith, E.G.,			29					4							90
Smith, E.S.,			29	2	30			6							95
Wilcox, S.B.,			30							1	2				100
Helper, Make-Up															
Waters, R.G.,			26	2	30			2							100
Head Janitor,															
Campbell, W.G.,			29	5	30			30							95
Janitors,															
Robinson, A.W.,			30				24	27							Absent sick
Webb, A.M.,			25	6	30			5							95
Williams, Ion,			24	6				5							90
Junior Assayers,															
Cobbey, J.W.,	2	1	24	3											65
Connors, E.M.,		7	29	4				5							90
Machinists,															
Hapenny, J.H.,			30	26	6	30		4							100
Smith, F.F.,		3	29	2				6							95
Melters,															
Lindhard, J.A.,			29					1							95
Hume, F.N.,			30				3	16			5 1/2				95
Whitaker, S.R.,			29	6	30			2							100
Welsh, W.R.,		2	29	4	30			28							100
Scale Adjuster,															
Moessner, E.F.,		1	29	7	30		3	16							100
Shaving Mach															
Reeks, W.H.,			29	7	30			1							100
Sk. Workmen															
Arnold, R.G.,			26												100
Baskind, Barry,		30	29	2	30										100
Bell, K.G.,			29	6	30			14							95
Puehar, G.J.,			26	5	30			6			1				90
elli, J.H.,		1	29	7	30			7							95

CURRENT MONTH						TOTAL FROM JAN. 1		TOTAL FROM JAN. 1		TOTAL FROM JAN. 1		TOTAL FROM JAN. 1		TOTAL FROM JAN. 1		TOTAL FROM JAN. 1	
DATE	AMT.	DATE	AMT.	DATE	AMT.	DATE	AMT.	DATE	AMT.	DATE	AMT.	DATE	AMT.	DATE	AMT.	DATE	AMT.
2	30	29	3	30		2											95
		29	4			30	2	19									95
1	5	15	23	5	15	3											100
3	30	26	5			12											95
6		22															95
		24				3	21										90
		27															95
		25	6														95

197

Frank E. Shepard.

January 12th, 1925.

The Director of the Mint,
Washington, D.C.

Sir :-

Referring to the two double eagles forwarded
this day for special assay, will you kindly change certificate
to read Delivery No.2 instead of No.3.

Respectfully,

Frank E. Shepard,
Superintendent.

January 16th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing two proposals for certain medical supplies which are needed for emergency treatment at this institution and request authority to accept that of the Strickland Drug Company, in amount \$24.60, it being the lower of the two received.

Kindly return these proposals with your reply and oblige

Respectfully,

Frank E. Shepard,
Superintendent.

January 19th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing application for annuity under the Act of May 22nd, 1920, duly executed by Albert W. Robinson, Janitor at this institution.

Mr. Robinson was appointed an unclassified laborer here on October 1st, 1904, and having reached the retirement age at the close of December, 1923, was extended for two years from January 29th, 1924. On December 4th, last, Mr. Robinson was stricken with paralysis and I am advised by his physician that he will not be able to return to his duties here for probably two or three months, if at all.

It appears proper therefore that he be retired and I recommend that his application be approved, his annuity to begin January 1st, 1925, since which date ^{he} has been carried on our rolls as being "on leave without pay".

Respectfully,

Frank E. Shepard,
Superintendent.

Denver Colorado January 24 1925

Director of the Mint
Washington
D C

Period seventeenth to nineteenth one million gold coin delivered

Producing at rate eight millics monthly

Will it be imperative to actually deliver coin and wire daily, instead of making million dollar deliveries and wiring such

Daily deliveries involve loss of time and other undesirable features

Frank E. Shepard
Frank E. Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHANGE U S MINT DENVER

January 20th, 1925.

The Director of the Mint,
Washington, D.C.

Sirs:-

I have to enclose official bond of John P. Welsh, executed in the penal sum of \$2,000 and bearing date of January 16th, 1925. Premium receipt attached.

I also enclose premium receipts on the official bonds of the following employees of this institution:

Earl G. Bell,	in amount,	\$4.05
Walter P. Bowen,	"	5.00
Daniel Brady,	"	6.75
Carl H. Brueger,	"	4.05
E. F. Kossman,	"	4.05
G. C. Kallstrom,	"	6.75
Farmer St. John,	"	6.75
Marshall H. White,	"	4.05

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

NIGHT

Denver Colorado January 21, 1925.

Nichols Copper Company
25 Broad Street
New York City New York

Copper cathodes five inches wide by twelve inches long will be acceptable



Frank E Shepard
Superintendent ~~United States Mint Denver~~

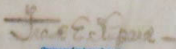
GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

N I G H T.

Denver, Colo., January 21, 1925.

The Director of the Mint,
Washington, D.C.

Ape lynch delivered today.



Superintendent.

Official business, Government rate,
Charge U.S. Mint, Denver.

January 22nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Singleton Harris, at present employed as Janitor in the Custodian Service at the U.S. Post Office, this city, be transferred to this institution as Janitor with compensation at the rate of \$3.50 per day, effective from date of oath, vice Albert W. Robinson, retired.

I enclose communication under date of the 21st instant from the Custodian agreeing to this transfer, and as we are in urgent need of a Janitor to take Robinson's place, I beg to request that this transfer be expedited as much as possible.

Respectfully,

Frank E. Shepard,
Superintendent.

Denver, Colo.. January 22, 1925.

EIGHT.

The Director of the Mint,
Washington, D.C.

Bedlam Lynch delivered today.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

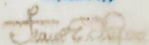
January 22, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to request that you will cause to be manufactured for this institution, as speedily as possible, four (4) double eagle collars.

Respectfully,



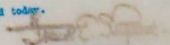
Frank E. Shepard,
Superintendent.

Denver, Colo., January 23, 1925.

EIGHT

The Director of the Mint,
Washington, D.C.

Castle Lynch delivered today.



Superintendent.

Official business, Government rate,
Charge U.S. Mint, Denver.

N I G H T.

Denver, Colo., January 24, 1925.

The Director of the Mint,
Washington, D.C.

Castle Lynch delivered today.

Frank E. Shepard
Superintendent.Official business, Government rate,
Charge U.S. Mint at Denver.

January 24, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending February 28th, 1925, I have to request that you will cause a requisition to be made upon the Secretary of the Treasury against the Appropriations for the support of this Mint, for the current fiscal year, in the following amounts, with which I am to be held accountable under my Bond dated January 14, 1924:

Salaries of Officers and Clerks	\$ 4,000.00
Wages of Workmen	11,000.00
Contingent Expenses	4,000.00
Total:	<u>\$19,000.00</u>

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

N I G H T.

Denver, Colo., January 26, 1925.

The Director of the Mint,
Washington, D.C.

Earth lynch delivered today.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

N I G H T.

Denver, Colo., January 27, 1925.

The Director of the Mint,
Washington, D.C.

Bedlam lunch delivered today.

Frank E. Shepard
Superintendent.Official business, Government rate,
Charge U.S. Mint at Denver.

January 27th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that the following coins
be forwarded to this institution:10 Obverse Double Eagle dies.
15 Reverse do
10 pairs One Cent dies.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

January 27, 1925.

Subject: Fuel Oil Analyses

Bureau of Mines,
Experiment Station,
Pittsburgh, Pennsylvania.

Attention Mr. Edward Taylor, Asst. to Sup't.

Sirs:

We are forwarding to you by express prepaid four (4) samples of fuel oil purchased for the operations in this institution, such samples being marked as follows:

No. 1	January 19, 1925.
" 6	" 19 "
" 10	" 20 "
" 16	" 20 "

Will you please make analyses on these samples reporting the following characteristics:

British Thermal Units
Gravity
A.P.T.
Flash Point
Fire Point
Water.

We understand that such tests as above requested are made by your Bureau without expense to Government institutions purchasing such supplies.

Thanking you for your co-operation and appreciating your advice,

I am,

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

FEB VP

B.L. 1334121 to cover enclosed.

N I G H T

Denver, Colo., January 28, 1925.

The Director of the Mint,
Washington, D.C.

Earth Lynch delivered today.

John E. Sargent
Superintendent,

Official business, Government rate,
Charge U.S. Mint at Denver.

N I G H T

Denver, Colo., January 29, 1925.

The Director of the Mint,
Washington, D.C.

Castle Lynch delivered today.

John E. Sargent
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

January 29, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

As authorized by your letter of the 12th instant I have this day forwarded you one (1) box containing Class A, Standard Weights, Troy and Metric, for Bureau of Standards checking.

Bill of lading to cover No. F334122 enclosed.

Respectfully,

Frank E. Shepard,
Superintendent.

N I C H T.

Denver, Colo., January 30th, 1925.

The Director of the Mint,
Washington, D.C.

Dandy lynch delivered today.

Frank E. Shepard -
Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

Bill of Lading No. T554123 to cover
enclosed.

January 30, 1925.

Bureau of Mines,
Bartlesville,
Oklahoma.

Attention Doctor F. W. Lane

Sirs:

We have recently conferred with Mr. Arthur D. Bauer, Bureau of Mines, Petroleum Division, Boulder, Colorado, as to their making analyses of fuel oil used in the heating operations of this Mint, but Mr. Bauer tells me that they are not equipped to determine the British Thermal Units which we require for our purposes.

Mr. Bauer suggested that he thought your laboratory at Bartlesville would be equipped for such determination and we are, therefore, sending you by express prepaid four (4) samples of fuel oil as follows:

No. 3 January 19, 1925

" 7 " 20 "

" 12 " " "

" 17 " " "

on which we desire the following determinations:

British Thermal Units
Gravity
A. P. I.
Flash Point
Fire Point
Percentage of Water.

Thanking you for your co-operation in this matter and appreciating your advice, I am,

We understand that such tests are
made without charge for Government
Service.

Yours respectfully,

Frank E. Shepard,
Superintendent.

FES VP

Denver, Colo., January 31, 1925.

The Director of the Mint,
Washington, D.C.

Castle Lynch delivered today.

Total for month monkey lynch coin one cent pieces.

Frank E. Shepard
Superintendent.

Official business. Government rate.
Charge U.S. Mint at Denver.

~~XXXX~~

Denver Colorado January 31 1925

Director of the Mint
Washington
D C

By operating scale room ten hours and without minor or other coinage
can coin ten millions month double eagles
Will proceed on this program unless otherwise instructed

Frank E. Shepard
Frank E Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

January 31, 1928.

Director of the Mint,
Washington,
D. C.

Sir:

Acknowledging your telegram of January 31st, - we
wired you as follows per confirmation already forward-
ed:

" By operating scale room ten hours and with-
out minor or other coinage can coin ten mil-
lions month double eagles

Will proceed on this program unless other-
wise instructed."

We advised in our telegram that we would "proceed on
this program unless otherwise instructed" in order that we
could start promptly on this program next Monday morning.

Respectfully,

Frank E. Shepard

FEB VP

Frank E. Shepard,
Superintendent.

N I C H T.

Denver, Colo., February 2nd, 1928.

The Director of the Mint,
Washington, D.C.

Bedlam Lynch delivered today.

Frank E. Shepard

Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

February 4th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing voucher for personal services of
E.G. Smith, ~~Director~~, who has been quite ill at home and could not
conveniently use check. This voucher was ~~obtained~~ from package
containing payrolls forwarded yesterday. Will you kindly attach
to payroll.

Respectfully,

Frank E. Shepard,
Superintendent.

Director of the Mint,
Washington,
D. C.

Sir:

There have been stored in one of the compartments of our
main gold vault, for some years, a quantity of gold ingots for
denominations other than double-eagle.

Recently it was necessary, upon Treasurer's shipping or-
der, to dig down behind these ingots to get sufficient cir-
culated gold coin to fill the orders, and all our remaining cir-
culated gold coin is largely behind them. They shifted quite a
little when the bags were moved that formerly supported them,
and it was necessary to fit braces for the time being.

We wish to remove a further quantity of this coin and I be-
lieve it would be wise, as well as a convenience for us, to melt
these ingots into double-eagle ingots upon which denomination,
as you know, we are now working, unless perchance, we shall be
called upon in the near future, to manufacture other denomina-
tions of gold.

I, therefore, ask your authority to so convert them.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

MONTH (YEAR) OF 7.63 pg 5

MONTHLY (YEARLY) REPORT OF ABSENCE.

SHEET NO. 1 214

TO _____
HEAD OF AGENCY (TITLE)
TREASURY DEPARTMENT,
WASHINGTON, D. C.

TREASURY DEPARTMENT,
OFFICE OF

United States Mini at Denver

INSTRUCTIONS.—Observe F. D. 348B, and Department Circular No. 36. All leave to be kept in office of Local Field Officer on Departmental Stock Form 212. This report to be prepared on typewriter in previous month on free working day of the month. Names of employees to be listed in alphabetical by designation. This report to be prepared on typewriter in previous month on free working day of the month. Names of employees to be listed in alphabetical by designation. This report to be prepared on typewriter in previous month on free working day of the month. Names of employees to be listed in alphabetical by designation.

PLACE February 4th, 1925

900

[illegible]

215

NAME

ANNUAL
CURRENT MONTH
TOTAL FROM JAN. 1.
BCK.
WEEKLY PAY
MILITARY

REMARKS

Workmanship

Foreman, D.M.																
Brady, Daniel.																95
Foreman, Ingot M.																100
Scash, W.M.																100
Foreman, Press Rm																100
Hempel, P.H.		1			1											100
Foreman, Roll'g Rm																100
Frewing, F.W.							1	1								100
Foreman, Re'fy																100
Borstadt, Geo. Jr.			45		45		2	2								100
Foreman, R.M.Rm																100
Stoddard, X.T.	1	30		1	30											100
Furnace Man.																95
Ryan, Patrick.																100
Guard.																90
Kiedinger, Peter.																95
Helpers.																90
Boswell, W.G.	1			1												95
Dardis, W.H.																95
Hayes, J.C.																95
Ligon, Asa.							3	3								95
McClung, B.F.			30		30											90
Murphy, V.S.																95
Smith, E.G.							5	5								100
Smith, E.S.							2	2								100
Wilcox, S.E.																95
Helper, Make-Up																27
Waters, R.C.							1	1								Absent all month
Head Janitor.																95
Campbell, W.G.																95
Janitors.																95
Robinson, A.W.																95
Nebb, A.M.																90
Williams, Lon.							1	1								85
Junior Assayers.																90
Cobbe, J.W.	2			2												100
Connors, H.M.	4			4												95
Machinists.																100
Hapenny, J.H.																95
Smith, F.F.	2	30		2	30											95
Melters																95
Lindhard, J.A.																95
Bumo, P.H.																100
Whitaker, S.R.																100
Welsh, W.R.		3			3											100
Scale Adjuster.																100
Measener, E.F.																100
Shaving Mach																100
Smags, W.H.	2			2												100
Sk. Workmen.																100
Arnold, R.G.																100
Baskind, Harry.																100
Bell, K.G.	1			1												95
Bucher, G.J.																90

Frank E. Shepard,
Superintendent.

February 5th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following is the only
change made in the personnel of this institution during the
month of January, 1925:

J.C. Hayes, formerly employed as temporary helper at \$5.35 per
day, appointed helper with same compensation effective from
January 1st, 1925.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

February 7, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I am returning herewith Form 474A amended as per instructions
contained in your letter of the 4th instant (P).

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent

1 enclosure

Denver Colorado February 10 1925

Director of the Mint
Washington

D C

Retirement deductions fiscal year nineteen twenty one salaries seven hundred
thirty three forty two cents wages two thousand thirty eight ninety six cents
fiscal year nineteen twenty two salaries eight hundred twenty eight sixty cents
wages twenty one hundred eighty four seventy five cents fiscal year nineteen
twenty three salaries eight hundred twenty seven eight cents wages twenty one
hundred sixty two and sixty two cents fiscal year nineteen twenty four
salaries eight hundred twenty three seventy five cents wages nineteen hundred
forty seven ninety nine cents silver fund two hundred seventy six eighty
five cents

FRANK E SHEPARD
SUPERINTENDENT

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

February 13, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to advise you that, subject to your approval, I am issuing a Furlough and Rating Card indefinitely and effective at close of February 13, 1925, to

Tectamseh B. Poltz,

elevator pilot at this institution.

Mr. Poltz's physical and mental condition have been very seriously impaired for a long time, and on January the sixth, he was struck by an automobile and has since been confined to a ward at Fitzsimons Hospital, this city.

Besides the wounds and lacerations due to this accident, Mr. Poltz is afflicted with locomotorataxia and impaired mentality, which, beyond a doubt, as I have ascertained, will render him unavailable for the resumption of any duty at this Mint.

Mr. Poltz has served eleven (11) years as Guard and Elevator Conductor with us and had, as evidenced by his military papers, nearly two and one-half years' service in the Spanish-American War and thereafter. I am not clear that he is eligible for this period of Government connection, to execute an application for retirement compensation under that law's stipulation. Should he be, will you kindly advise me and preparatory steps to that end will be taken.

Respectfully,



Frank B. Shepard,
Superintendent.

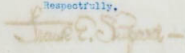
February 13, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

As requested by your letter of the 7th instant (P) I am enclosing Form 941, Receipt for Cash Payment, executed by E. C. Smith, for the payment to him of his wages for the second half of January, 1925.

Respectfully,



Frank E. Shepard,
Superintendent.

1 enclosure

February 13, 1925.

Mr. Tecumseh S. Folts,
Ward B 1,
Fitzsimons General Hospital,
Aurora,
Colorado.

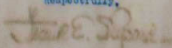
My dear Mr. Folts:

I am enclosing you a furlough and rating card effective at close of February 15th, 1925.

The issuing of this card is made necessary by your continued illness and its serious character, as well as our need to provide without further delay for efficient operation of the elevator.

I am sure you know you have the very best wishes of myself and your fellow employees, for the restoration in due time of your health and strength.

Respectfully,



Frank E. Shepard,
Superintendent.

February 18, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

On January 22d, 1925, we requested the transfer of
Singleton Harris
to this institution as janitor, as per copy enclosed
herewith.

Our janitors' force is now short-handed and I would
appreciate very much your co-operation in expediting the
authority for this transfer.

Respectfully,



Frank E. Shepard,
Superintendent.

FEB VP

1 enclosure

February 18th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

The following proposals have been obtained for the purchase of a Funk & Wagnalls unabridged dictionary, latest edition, for the use of this institution and I have to request authority to accept the lower one of these bids which appears reasonable in amount:

Kendrick-Bellamy Stationery Company, in amount	\$16.00
W.E.Kistler Stationery Company, " "	15.20

Respectfully,

Frank E. Shepard,
Superintendent.

NIGHT NIGHT

Denver Colorado February 19 1925.

Director of the Mint,
Washington
D C

Have forwarded nomination John W. McCarthy formerly of coinage department for elevator vice Polts furloughed
Name taken from civil service list

Urgent need for McCarthy to assume duty and therefore request your authority for his temporary appointment until permanent approval is received

Frank E. Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE US MINT DENVER COLORADO

February 19, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to advise you that, subject to your approval, I have issued a Furlough and Rating Card (indefinitely) to

Joseph Hurd

a guard at this institution, effective at close of business, February 17th.

The issuance of this card was made necessary by Mr. Hurd's very precarious physical condition, which has made necessary in the past few years frequent and protracted absences from duty.

He has again been laid up with serious respiratory and cardiac ailments and has given me to understand that, should they in the near future permit his return to the Mint, he would be unable to get around the building in the necessary patrols scheduled for the night guards.

Mr. Hurd has been on our guard list since July 8th, 1919.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

N I G H T.

Denver, Colo., February 20, 1925.

The Director of the Mint,
Washington, D.C.

Request authority to purchase one ton slab zinc, approximately three hundred fifty dollars.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

February 21st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that John W. McCarthy be appointed to the position of "Elevator" at this institution with compensation at the rate of \$1200 per annum to succeed T.S. Folts who was furloughed on account of total disability on the 15th instant, said appointment to be effective from date of oath.

Mr. McCarthy has worked in this institution on several former occasions as a temporary helper and I have selected his name for this appointment from the eligible list furnished me by the Secretary of the 13th U.S. Civil Service District.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

February 24th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to the "preference" rating of Edward Zollman on the eligible list from which I selected the name of John W. McCarthy for appointment as Elevator - as contained in my letter of the 21st instant, I have to say that it seemed proper to waive Mr. Zollman's higher rating and preference in view of the fact that Mr. McCarthy has worked here on several previous occasions, is a much younger man and physically more able to perform the duties required than Mr. Zollman whose examination papers state he has some physical disability. I believe because of these facts the Government's interests are best served by the appointment of McCarthy.

Respectfully,

Frank E. Shepard,
Superintendent.

February 25th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing oath of office bearing date of
February 24th, 1925, of John W. McCarthy, Elevator at this
building.

Respectfully,

Frank E. Shepard,
Superintendent,
February 25, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this
institution for the month ending March 31, 1925,
I have to request that requisition be drawn upon
the Secretary of the Treasury against the appro-
priations made for the support of this Mint for
the current fiscal year, in the following amounts
with which I am to be held accountable under my
bond dated January 14, 1924:

Salaries of Officers and Clerks	\$ 3,800.00
Wages of Workmen	9,000.00
Contingent Expenses	4,000.00
Total:	<u>16,800.00</u>

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 17th instant touching inquiries for the Federal Purchasing Board, as to the purchase and use of coal at this institution, I have to reply to the enumerated questions in the order prescribed:

1. \$1,343.94.
2. Nil.
3. 22½ short tons bituminous coal.
4. U. S. Mint, Denver, Colorado.
 - (a) 4000 net tons.
 - (b) Bituminous run of mine.
 - (c) National Fuel Company, Denver, Colorado.
 - (d) Delivery made by dealer to Mint bins.
 - (e) 50%.
5. (a) The Mint prepares proposals for delivery of approximately 200 short tons run of mine, bituminous coal, stating character desired, and mailing these proposal sheets to responsible bidders, with the request that their representatives be present at prescribed time of opening bids.
 - (b) Purchases only made for a specific amount about capacity of bins. Prices so fluctuate that it has been found unwise to contract for entire year's supply.
6. Every precaution taken to safeguard Government's interests and no changes in methods at present contemplated.
7. A central purchasing agency for all federal buildings in Colorado would be advantageous.
8. Can only speak for methods in vogue as to Mint purchases.
9. Our present method deemed best for obtaining competitive bids.
10. Mid-summer and the usually pleasant month of February in Colorado.

As the prices are usually stabilized at these seasons and transportation and industrial conditions generally quiet, we have found it expedient and serving our furnace needs to arrange coal deliveries at these times of year, and the dealers agree with us that our requirements can be promptly and effectively filled at such times.

Respectfully,



Frank E. Shepard,
Superintendent.

February 26th, 1925.

Mr. Director of the Mint.
Washington, D.C.

Sir:-

I am enclosing resignation of J.W. Cobbey, Junior
Assayer at this institution, which I have accepted to take
effect at the close of business the 26th instant.

Respectfully,

Frank E. Shepard,
Superintendent.

~~XXXX~~

Denver, Colorado, February 28, 1925.

Director of the Mint
Washington D C

Value February coinage double eagles ten million dollars
Cents eighty three hundred dollars

Frank E. Shepard
Superintendent.

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLO.

NIGHT

Denver Colorado March 2 1925

Director of the Mint,
Washington D C

Have never heard from formal letters of recommendation of Singleton Harris
as janitor at this institution by transfer from post office here
Consent of custodian post office and certification of civil service secretary
accompanied papers
Since Robinsons retirement overtime service has been necessary in janitors
department
Man urgently required

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

Frank E. Shepard
Frank E. Shepard
Superintendent

NIGHT

Denver Colorado March 3 1925

Director of the Mint
Washington D C

Have forwarded through civil service secretary recommendation
watchman
Joseph Driscoll/~~xxxx~~ vice Joseph Murd retired.
Name taken from eligible list.
Services urgently required and therefore request your authority
to have Driscoll assume duties at once.

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

Frank E. Shepard
Frank E. Shepard
Superintendent

March 8rd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Singleton Harris, at present
employe, as an Unclassified Laborer in the Custodian Service at
the U.S.Foa. Office, this city, be transferred to this institution
as an Unclassified Laborer with compensation at the rate of \$3.50
per day, effective new date of oath.

Communication after date of January 21st, 1925, from the
Custodian agreeing to this transfer, was forwarded your office
with my letter of January 22nd.

Respectfully,

Frank E. A.
Superintendent,

March 3rd, 1925.

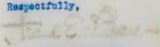
The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Joseph Driscoll be appointed Watchman at this institution with compensation at the rate of \$1200 per annum, effective from date of oath, vice Joseph Egd, furloughed on the 17th of February, last.

Mr. Driscoll's name has been selected from the eligible list furnished me by the Secretary of the 13th U.S. Civil Service District.

Respectfully,


Frank E. Shepard,
Superintendent.

March 4, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 28th ultimo (P) discussing expense vouchers, payrolls, statements, etc., I am returning herewith all the papers forwarded with your letter, with observations as follows:

The wages payroll for the period October 1st to 15th, 1924, was correct as rendered as to totals, but in some unaccountable manner a deduction at the last moment of one and a half hours from the pay of K. F. Stoddard was not made on the original payroll, although the duplicate roll retained here carried the change. I very much regret the delay and inconvenience occasioned the Bureau by this oversight.

These payroll totals being correct as rendered the ordinary Account Current, Asset and Liability Statement of December 31st, 1924, and Schedule of Payrolls and Vouchers paid during the month of October were correct as rendered, and so returned.

The large number of Deposit Certificates bearing a startlingly heavy caricature intended by Mr. W. F. Bowen to be construed as "Acting", have been brought to Mr. Bowen's attention and instructions given, that he in future employ an "Acting" stamp when called upon to sign in lieu of the Assayer. He has added this stamp to the Certificates in question.

Under our custom and Circular instructions on file here, authority was not deemed necessary for the purchase of rugs (Voucher 64) in amount \$69.50; nor for gas masks and rubber boots. These masks and boots were absolutely essential to the health of refinery employes in entering and cleaning flues and condensers and various tanks with considerable water content and flow throughout the building. Such material has always been supplied when required, and the amounts involved have been inconsiderable.

Director of the Mint

2.

Window shade and rug covered by Voucher No. 70, in amount \$58.25, were purchased as heretofore without other authority than the exercise of care to secure competitive bids and the very best service possible.

In re Voucher No. 85, Schaefer Tent and Awning Co., amount \$25.00, covering purchase of 500 anode sacks - these sacks were imperatively required because of a delay extending over many months by the Philadelphia Mint in furnishing in small lots anode sacks ordered during the previous fiscal year, and which resulted in a delay of some months in our returning the Contingent balance here for the past fiscal year.

Schedule of Payrolls and Vouchers paid during the month of December is returned with amendment as indicated by you.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

March 4th, 1925.

enclosures

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of February, 1925:

Appointments.

J. W. McCarthy, Elevator, with compensation at \$1200 per annum, to succeed T. S. Felts, furloughed, Oath dated February 24th.

Furloughed.

T. S. Felts, Elevator, compensation \$1200 per annum, on account of disability. Workmanship 85; Conduct 100. Effective close February 15th.

Joseph Ford, Watchman, compensation \$1200 per annum, on account of disability. Workmanship 85; Conduct 100. Effective close February 17th.

Resignation.

J. W. Cobby, Junior Assayer, compensation \$6.50 per day, Effective close February 28th.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

March 5th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to your letter of the 2nd instant, I am enclosing three copies of my letter of February 26th forwarding the resignation of J.W. Cobbley, and regret that additional copies, as required, were not received by you in the first instance.

Respectfully,

Frank E. Shepard,
Superintendent.

March 7th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office, bearing even date, of Joseph Driscoll, watchman at this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

MONTH (YEAR) OF Feb 1925
 Director of the Mint,
 HEAD OF SERVICE (TITLE)
 TREASURY DEPARTMENT,
 WASHINGTON, D. C.

TREASURY DEPARTMENT,
 OFFICE OF

United States Mint.

PLACE Denver, Colorado, March 6th, 1925. 192

INSTRUCTIONS.—Observe T. D. 2564, and Department Circular No. 285. Report all leave taken by employees in previous month on first working day of the month. Record of leave to be kept in office of Local Field Officer on Departmental Stock Form 22B. This report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designations.

NAME	ANNUAL						SPECIAL		WITHOUT PAY		MILITARY		REMARKS
	CURRENT MONTH			TOTAL FROM JAN. 1			CON- SENT MONTH	TOTAL FROM JAN. 1	CURRENT MONTH	TOTAL FROM JAN. 1	CON- SENT MONTH	TOTAL FROM JAN. 1	
	DAYS	SECS.	MIN.	DAYS	SECS.	MIN.	DAYS	DAYS	DAYS	SECS.	DAYS	DAYS	
													Workmanship
Supt M&R													-
Milson, J.W.,													-
Supt Coining,													-
Wells, J.G.,													-
Chief Clerk,													-
Loach, E.P.,				1									-
Cashier,													100
Phillips, B.M.,													95
Assist Assayer,													100
Bowen, W.F.,													100
Assayer's Assist						2	30						100
Hall, R.E.,													100
Bookkeeper,				1		1	30						100
Donckla, H.J.,													100
Weigh Clerk				2	30	2	30						100
Brierley, G.F.W.,													100
Assist Chief Clerk													100
Hinrichs, Oscar,													100
Clerk, Class 5,				1	3	15	2	45					100
St. John, Farnum,													100
Assist Cashier,				3	30	4	30		2				100
Ford, Edwin C.,													100
Coin Clerk,				3	30	4							100
Bellman, T.D.,						1	1	30					100
Clerk, Class 4,													100
Munroster, W.P.,													100
Whitney, G.R.,				2		2	30						100
Clerk, Class 3,													100
Krusger, C.H.,													100
Spencer, G.M.,				6	1	6	30	1	1				-
Private Secy.				3	30	3	30		2				100
Piatt, Virginia,													100
Anneal'g Rm.				1		2	30						95
Tucker, P.W.,													100
Assist Custodian													100
Warren, P.H.,													100
Assist Supt M&R				3		4	30						100
Malstrom, C.G.,													100
Automatic Scales						2	30						95
Guthrie, A.J.,													90
Blacksmith,													100
Timblyn, W.H.,													100
Carpenter,				30	2	30							100
Tinker, A.E.,				30					1				100
Checker, Coin'g Rm													100
Gain, James,				5	30	5	30						100
Checker & Counter													100
Dexter, A.L.,													100
Capt of Guards													100
Smith, G.H.,													100
Deposit M.Rm													100
Donahue, J.J.,													100
Doorkeeper,													100
Ivyman, Joseph,													90
Electrician													100
Halden, R.L.,													100
Elevator													100
Falls, T.S.,				6		6			5	30	Unlaunched 2/15/25		100
McCarthy, J.W.,											Appointed 2/24/25		100

NAME	ABSENCE						DICK		WITHIN PAY				MILITARY		REMARKS	
	CURRENT MONTH						TOTAL FROM JAN. 1.		CURRENT MONTH				TOTAL FROM JAN. 1.			
	DAY	MON	TUE	WED	THU	FRI	DAY	MON	TUE	WED	THU	FRI	DAY	MON		
Fireman																Workmanship
Burris, B.M., Foreman, D.M.																100
Brady, Daniel, Foreman, Ingot M.																95
Bush, W.M., Foreman, Press Rm																100
Hempel, Paul R., Foreman, Rolling	1	30			2	30										100
Frewing, F.W., Foreman, Refinery,										1						100
Borstadt, Geo. Jr., Foreman, R.M. Rm							45	2	4							100
Stoddard, K.T., Furnace Man	2				3	30										100
Ryan, Patrick, Guard																95
Kiedinger, Peter, Helpers																100
Boswell, W.G.,	1	6			2	5										90
Dardis, W.H.,							1	1								95
Hayes, J.C.,							1	1								95
Ligon, Asa,									3							95
McClung, B.F.,																95
Murphy, V.S.,																90
Smith, E.G.,							12	5								90
Smith, E.S.,	1	4	30	1	4	30			2							95
Wileox, S.B., Helper, Make-Up																100
Waters, R.C., Head Janitor	1				1				1							100
Campbell, W.G., Janitors,																95
Webb, A.M.,																95
Williams, Lon, Junior Assayers,									1							90
Cobbey, J.W.,	6				6	5										85
Connors, E.M., Machinists							4									90
Hapenny, J.H.,																100
Smith, F.F., Melters,						2	30									95
Burns, F.N.,																95
Lindhard, J.A.,																95
Whitaker, S.R.,	1	30			1	30	1	1								100
Welsh, W.R., Scale Repairer							3									100
Moesner, E.F., Shaving Mach																100
Beggs, W.H., Sk. Workmen,	1					3										100
Arnold, R.O.																100
Basinski, Harry,																100
Bell, K.G.,							1									95
Bucher, G.J.,	3					3										90

[illegible]

March 10, 1929.

Director of the Mint,
Washington,
D. C.

Sir:

I have to request authority to purchase for the use of our Cashier's Office, from the Remington Typewriter Company, Denver Branch,

One No. 12 Remington Typewriter;
with Pin-point type Gothic Indenting
No. 15.

Price delivered at Mint -----\$75.00.

Against this an allowance of \$5.00 will be made for the return of the old machine No. 11 - Serial No. 110908 Pin-point, purchased in 1910.

This will make the net cost of the new machine -----\$70.00.

Respectfully,

Frank E. Shepard,
Superintendent.

March 13th, 1926.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to your letter of the 10th instant, and in further reference to the purchase of certain rugs by this institution for which you state authority should have been obtained in advance from the Bureau, in accordance with paragraph 5 on page 19 of the regulations, I have to say that it has not been thought here that this paragraph would apply to purchases under \$100, especially as carpets and rugs are exempt from clearance by the General Supply Committee even when purchases exceed \$100., as per Bulletin No. 3, Supplement No. 4 of the Chief Coordinator, dated December 14th, 1922, article No. 45.

However, if authority to make such purchases, regardless of amount, is required, I will thank you to so advise me and your instructions will be duly followed.

Respectfully,

Frank E. Shepard,
Superintendent.

March 14th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that official bonds be prepared for execution by the following employees of this institution, in the amounts indicated:

J.W. McCarthy, Elevator, in amount \$1,000.
Joseph Driscoll, Watchman, " 2,000.

Respectfully,

Frank E. Shepard,
Superintendent.
March 16, 1925.

Honorable R. J. Grant,
Director of the Mint,
Washington,
D. C.

Dear Mr. Grant:

Having reference to your letter of March 10th, in the matter of coinage of 100,000 gold pieces, \$2.50 denomination, before October 1st, 1925, I have taken up this matter with Mr. Wells and he suggests, that we commence the coinage of these \$2.50 gold pieces immediately after the vacation period, namely, August 1st.

We appreciate the care and difficulties in the coinage of these small gold pieces, but up-setting machines, shoving machines and the automatic scales will be equipped and prepared to handle these pieces. We would have these machines prepared for operation August 1st.

Mr. Wells thinks that we shall be able to complete the 100,000 pieces within three (3) weeks from August 1st.

We are very much interested in knowing the Assay Commission Report is about to be issued and look forward with keen anticipation as to what has been accomplished by the Denver Mint during the past year.

I am very sorry to hear that Mr. Gibson has been ill, and should you happen to meet him, give him my cordial regards.

With best wishes to you in all the plans before you, and thanking you for your advice on the matter of our program,

I am,

Yours respectfully,

Frank E. Shepard,
Superintendent.

March 16, 1935.

Director of the Mint,
Washington,
D. C.

Sir:

Having reference to your letter of February 28th covering procedure on the sale of sweeps, we desire to submit for your consideration comments on the prints suggested in your letter.

SAMPLING:

For the purpose of making the most accurate determination of values contained in the sweeps from the operations of this institution, we believe the following procedure should be followed in the sampling of all grades of sweeps.

The material to be sampled, should first be crushed to pass a screen opening $1/4$ " diameter and this minus $1/4$ " material should first be dumped on a steel plate floor, the joints between the plates to be electric welded, and such welded joints to be ground flush with the upper surface of the plate, in order that the sampling plate shall be smooth and free from holes or depressions. The minus $1/4$ " material should then be shoveled into a cone-shaped pile and the fines, which become scattered on the sampling floor, should be swept up clean and shoveled to the apex of the cone.

This cone should then be spread out into a circular pile and shoveled again into the second cone, care being given to again sweep up the fines and shovel these fines to the apex of the second cone. This second cone should then be spread again into a circular pile and divided into four quarters, quarters 1 and 3 being shoveled into one pile and quarters 2 and 4 being shoveled into a second pile, for the purpose of making duplicate samples. Each of the duplicate samples should then be coned and quartered and the sample reduced to about 20 pounds, the discard from the sample being placed in sacks for shipment. The 20-pound sample should then be re-crushed to pass through 40-mesh screen.

The 20-pound sample is then reduced by coning and quartering to a sample weighing about one pound, which one pound sample should then be re-ground to pass 100-mesh screen. This one pound sample after being re-ground to pass 100-mesh screen is then divided into two (2) samples, A & B, one of which may be submitted to the party or plant bidding on the treat-

Director of the Mint

2

ment of these sweeps, and the other sample be retained by the Assayer of the Mint Bureau institution shipping the sweeps.

The above cycle of operations involves sampling by hand, but the labor and time of such sampling would be greatly reduced by the installation of an automatic mechanical sampler designed for removing one-fifth cut from the material to be sampled.

SALE OF SWEEPS:

The sale of such sweeps should be made not later than May 1st, in order that sufficient time be allowed to ship such sweeps to the plant treating such sweeps, and enable them to forward settlement sheets and payment in time for the Annual Settlement as of June 30th.

SWEEPS ACCUMULATING BETWEEN MAY 1st and JUNE 30th, inclusive:

Any sweeps which accumulate between May 1st and June 30th, inclusive, should be sampled and assayed so that returns could be made to the Settlement Committee for values received from the various departments, such as Deposit Melting Department, Ingot Melting Department and Refinery Melting Department.

It would not be possible to allow such sweeps as would accumulate between May 1st and June 30th to be carried over into the next operating year beyond the Settlement date of June 30th, as present instructions and regulations for the sale of such sweeps require that the determination of values contained in the sweeps must be determined and reported to the Settlement Committee at the close of operations as of June 30th.

Furthermore, the values accumulating between May 1st and June 30th would vary considerably from year to year and each department should be credited with the values from the sweeps at the end of the year in which these values would be collected.

REQUEST FOR BIDS ON SALE OF SWEEPS:

After sampling and assaying the various lots of sweeps from the different departments, a report of such assays giving weights and values of the various metals contained may be submitted to three (3) parties who are in the market for treating such elements, and request made for rates and conditions governing the treatment for the different elements contained, such as gold, silver, lead, copper, platinum, palladium and other values which may be recovered in the operations of the Mint institution.

Director of the Mint

3

After obtaining these rates, determination may then be made as to the most favorable conditions for treatment and a sample of the various lots to be treated may then be forwarded the successful bidder. The bidder will then assay the samples of the various lots so submitted and duplicate samples of the same lots should be checked by the Assayer of the Mint Bureau institution. Comparison of samples by the bidder may then be compared with the assays made by the Assayer of the Mint Bureau institution, and agreement be reached as the basis of settlement for the different elements in the various lots to be sold.

The various values contained in the lots from different departments of the Mint Bureau institution, as determined by the Assayer of the Mint Bureau institution, should be credited to the different Mint Bureau Departments rather than crediting the values settled for by the parties bidding on the sweeps.

Each department delivers in the sweeps certain values as determined by the Assayer of the Mint Bureau institution, and the values settled for by the purchaser of such sweeps are the net results after deducting treatment charges and any losses which may result from the treatment.

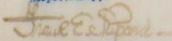
Each department of the Mint Bureau institution should receive full credit for all the values delivered with the sweeps as determined by the assayer of the Mint Bureau institution, and these departments should not be charged with the cost of treatment by the bidder or any losses which may occur in the treatment.

OBSERVER FOR MINT SERVICE:

We believe that it would be advisable to have a representative of the Mint Service present at the works of the purchaser of sweeps, to witness the operations of sampling and receiving duplicate samples for determination of values by the Assayer of the Mint Bureau institution.

Trusting that the above suggestions will contribute toward methods for the greatest possible accuracy in the disposal of sweeps, I am,

Respectfully,



Frank E. Shepard,
Superintendent.

FEE VP

March 17th, 1925.

The Director of the Mint,
Washington, D.C.

Sirs:-

I have to enclose premium receipts on the official
bonds of the following employees of this institution:

Fred D. Bellmap,	in amount,	\$6.75
Geo. F. W. Brierley,	"	6.75
James Cain,	"	4.05
William G. Campbell,	"	1.35
William H. Gardis,	"	6.75
Albert J. Dexter,	"	4.05
Edwin C. Ford,	"	13.50
Oscar Hinrichs,	"	6.75
James H. Kasperny,	"	4.05
Patrick Ryan,	"	4.05

Respectfully,

Frank E. Shepard,
Superintendent.

NIGHT

Denver Colorado March 17 1925

Director of the Mint
Washington D C

Not having heard from formal letters recommendation of Singleton Harris
as unclassified laborer vice Robinson retired I ask your authority to
have Harris take oath and begin duties as janitor Webb urgently requires
hospital treatment for head trouble upon Government order issued him

Frank E Shepard
Superintendent

March 17, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Agreeably to the suggestion contained in your letter of the 25th ultimo I will esteem your kindness in purchasing for this institution, and shipping under frank,

One (1) Funk and Wagnalls Unabridged Dictionary, at the net price of fourteen dollars and forty cents (\$14.40)

to be charged against the current Contingent Appropriation made for the support of this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

Director of the Mint,
Washington,
D. C.

Sir:

I will thank you to arrange the manufacture for this institution, at the earliest convenience of the Mint at Philadelphia, of five (5) Grippers for use on the automatic weighing machines.

Respectfully,

Frank E. Shepard,
Superintendent.

March 17, 1925.

The Superintendent,
Mint of the United States,
Philadelphia,
Pennsylvania.

Sir:

I have to acknowledge with thanks the receipt this day, by freight, upon Government bill of lading, No. 2-497442, of your initial shipment of one hundred (100) anode bags, to apply upon my order for five hundred (500) such bags.

I will thank you to expedite as far as possible the delivery of the remaining portion of the order.

Respectfully,

Frank E. Shepard,
Superintendent.

March 17, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 12th instant touching my receipt of, and answer thereto, certificate No. C - 22165 - T from the General Accounting Office at Washington, which suspends for explanation certain vouchers in my Contingent Expense Account, Mint at Denver, 1925, and in the Contingent Expenses, Public Moneys, 1925, I have to say:

It is neither desirable nor feasible to enter into yearly contract for hauling supplies from local railway yards to the Denver Mint, for the reason that the character of the service so varies with incidental changes as to the number of necessary helpers to be supplied by the hauling companies, that a unit of service cannot be intelligently arrived at, and no company would be willing to enter into such contract under these blind conditions. On transactions of obsequence, competitive proposals are invited from transfer companies and the lowest bid accepted.

I am enclosing a schedule exhibiting in detail coin shipments of this institution by registered mail for the quarter ended September 30th, 1924, against the Contingent Expense, Public Money 1925, funds supplied us for postage requirements thereupon.

I would say that all shipments of minor coin here set forth were of circulated coin and the postage was, therefore, properly paid from this Public Moneys credit. Had it been new coin, of course, the necessary stamps would have been liquidated by the Minor Coinage Profits Fund.

Hereafter the detailed information specified by the Accounting Office as desirable upon vouchers for stamps, will be set forth. The Comptroller General's notation in the premises was our first advice that such information was needed or would be regarded as of proper incorporation in such vouchers.

Respectfully,

Frank E. Shepard, Superintendent.

March 20th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that an official bond in the
penal sum of \$1,000 be prepared for execution by Singleton
Harris, unclassified laborer at this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard.

March 20th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office, bearing date of
March 19th, 1925, of Singleton Harris, unclassified laborer
at this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

March 21st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that an official bond in the penal sum of \$3,000 be prepared for execution by Roy C. Russell, temporary helper at this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

March 25, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 21st instant, in reply to mine of the 13th instant, and in further explanation of your letter of the 10th instant, I wish to assure you that it is the desire of this institution to comply as nearly as possible with the Regulations bearing upon the purchase of supplies, as well as upon other features of the Service.

To this end might I request your analysis of Paragraph 5, page 19, of the Book of Regulations, as to what are properly regarded as extraordinary purchases and additions of consequence to furniture, machinery and appliances, other equipment, etc.

We are in some doubt as to the limitations of this paragraph, as your letter of the 10th instant enumerated such, apparently, ordinary purchases as a window shade, rubber boots and gas masks for the refinery as having been irregularly acquired without authority under this Section.

Respectfully,

Frank E. Shepard,
Superintendent.

March 27, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenses of this institution for the month ending April 30, 1925, I have to request that a requisition be drawn upon the Secretary of the Treasury against the Appropriations made for the support of this Mint for the current fiscal year, in the following amounts, with which I am to be held accountable under my Bond dated January 14th, 1924:

Salaries of Officers and Clerks	\$ 3,900.00
Wages of Workmen	8,500.00
Contingent Expenses	<u>4,000.00</u>
Total	\$16,400.00

Respectfully,

Frank E. Shepard,
Superintendent.

March 27, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to request from the Mint at Philadelphia for the use of our Assay Department:

Fifty (50) ounces proof gold.

Respectfully,

March 28, 1925.

Mr. John C. Teicher, District Secretary,
Thirteenth U. S. Civil Service District,
Post Office Building,
Denver, Colorado.

Sir:

Pertinent to my letter of recommendation forwarded of certain probational appointments as Helpers at this institution, I have to say that William J. St. Peters, (Pref) and Patrick J. Kennon and Roy G. Russell were recommended for appointment instead of Leonard K. Cuthner, (Pref) with higher rating for the reason, that the quite extended service of these men who are at present employed here, has fully demonstrated their capability and verified their integrity.

Respectfully,

Frank E. Squire

March 28, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I hereby recommend the appointment of the following named temporary helpers at this institution for probational appointment with the view of their permanent retention, said names having been selected from Certificate No. 2089 issued by the District Secretary and predicated upon a recent examination to establish a list of eligibles for Helpers with Experience at this institution.

These men are to receive the same compensation as at present, \$5.35 per day, and their probational appointment to be effective upon receipt of the approval of this recommendation:

Louis T. Monahan (Pref)
William J. St. Peters (")
Patrick J. Kennon
Roy G. Russell

Respectfully,

Frank E. Squire

March 30th, 1925.

252

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing the resignation of J.B.
Menahan, temporary helper at this institution, which
I have accepted to take effect - without prejudice -
at the close of business on the 31st instant.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

March 30th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to my requisition under date of
October 14th, 1924, I have to say that of the 5000
"Welter's Deposit Card", Form No. 266, ordered thereon
only 1500 have been received. Our present supply is
nearly exhausted and I will thank you to forward the
balance as soon as possible.

Sample of card herewith.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, Colo., March 31, 1925.

The Director of the Mint,
Washington, D.C.

Coinage for March -- Ten million dollars double eagles.

~~Approved~~
Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

March 31st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that John B. Hobson, at present employed as Watchman with compensation at the rate of \$1200 per annum, be given probational appointment as Helper with compensation at the rate of \$5.35 per day, to fill the vacancy caused by the resignation of J.B. Benahan, temporary helper in the refinery.

As Mr. Benahan's services end with the close of business this date, I have to request that Mr. Hobson's appointment be effective from April 1st, 1925.

I enclose communication from the Master & Refiner pertinent to this appointment.

Respectfully,

Frank E. Shepard,
Superintendent.

April 1st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Raymond M. Williamson be appointed temporary Furnace Man at this institution with compensation at the rate of \$5.00 per day, effective from receipt of approval and date of oath, vice Patrick Ryan promoted.

I am enclosing letter from the Assayer recommending Mr. Williamson's appointment in the premises.

Respectfully,

Frank E. Shepard,
Superintendent.

April 1st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that I have this day issued a Furlough and Rating Card to Harry M. O'Connell, skilled workman at this institution, on account of physical disability, same to be effective from the close of business March 31st, 1925. His rating being as follows: Workmanship 85; Conduct 100.

Respectfully,

Frank E. Shepard,
Superintendent.

April 1st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Patrick Ryan at present employed as Furnace Man at this institution with compensation at the rate of \$5.60 per day, be promoted probationally to the position of Junior Assayer, without change in compensation, vice J.W. Cobbley, resigned, subject to such examination in the premises as the Civil Service Commission may deem proper. This appointment to be effective from receipt of approval and date of oath.

Letter from the Assayer concurring in this recommendation herewith enclosed.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

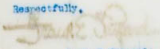
April 2nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose with of office bearing
date of April 1st, 1925, of John B. Hobson, helper at this
institution.

Respectfully,


Frank E. Shepard,
Superintendent.

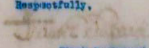
April 2nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that an official bond
in the penal sum of \$5,000 be prepared for execution
by John B. Hobson, helper in the refinery.

Respectfully,


Frank E. Shepard,
Superintendent.

April 2nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the official bond of Joseph
Driscoll, watchman, executed in the penal sum of \$2,000 and
bearing date of March 24th, 1925. Premium receipt attached.

I am also enclosing premium receipts on the
official bonds of the following employees:

Chas. J. Blanchard, in amount	\$4.05
John L. Wells, " "	25.00

Respectfully,



Frank E. Shepard,
Superintendent.

April 2nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of March, 1925:

Appointments.

Joseph Driscoll, watchman, compensation \$12.00 per annum, vice Joseph Ward, furloughed. Oath dated March 7th.
Singleton Harris, unclassified laborer, compensation \$3.50 per day, vice A.W. Robinson, janitor, retired. Oath dated March 19th.

Furloughed.

H.M.O'Connell, skilled workman, at \$5.35 per day; Workmanship 65, Conduct 100. Effective close March 31st.

Resigned.

J.B. Henahan, temporary helper at \$5.35 per day, effective close March 31st.

Respectfully,

Frank E. Shepard,
Superintendent.

[illegible]

NIGHT

Director of the Mint
WASHINGTON D C

Denver Colorado April 7 1925

Referring promotion Hobson have explained to Acting District Secretary Hobson was originally taken from Civil Service watchman list certified by them and was probational appointment automatically made permanent after lapse six months

Retirement deductions always made from his pay
Now propose to promote him to helper which is same civil service grade schedule D

As advised never before has exception been made to such procedures by civil service authorities

Frank E. Shepard

Frank E Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

April 6th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that the following blank forms and books be
furnished for the use of this institution:

Form No.	On Hand.	Desired.	Title.	Sample No.
39	750	1500	Assay certificate.	1
42	2000	5000	Mem Report on Bullion Deposited &c	2
104-b	750	1500	Bullion Deposits & Mode of Payments	3
125	6	40	Record of Coin Deliveries &c	4
193	12	30	Acquisition and Disposition &c	5
211	16	30	Report on Sweeps.	6
231-A	100	350	Cashier's Daily Statement	7
474-A	6	25	U.S. Coin Reserved for Melting &c	8
570	100	350	Cashier's Summary.	9
598	3	12	Schedule of Special Assay Collections	10
613	100	500	Uncurrent Coin transmittal letter	11
697	50	250	In re orders for silver and minor coins	12
908-B	11	50	Mem of Gold Bullion Redeposit	13
931	200	500	Signature card	14
939	75	150	Public Voucher.	15
974-A	400	5000	Transmittal of Payment for Gold or Silver	16
1013	4	25	Pay Roll (Employees on Annual Salary)	17
1024-A	600	2000	Memorandum of Bullion Received	18
2149-B	1	2 Pads	Government Bill of Lading	19
5693	150	150	Daily Statement of Assets & Liabilities.	20
<u>Blank Books</u>				
183	0	1	Weigh Clerk's Book of Deposits of Gold	A
643	0	10	General Ledger - Silver Coinage Bullion	B
693	0	4	Cashier's Daily Settlement	C
	0	16000	Shipping Tags to Federal Reserve Banks	D

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

April 9th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose the official bond of John W. McCarthy executed in the penal sum of \$1,000 and bearing date of April 6th, 1925. Premium receipt attached.

I am also enclosing premium receipts on the official bonds of the following employees:

Joseph J. Donahue,	in amount	\$4.05
Patrick James Kennon,	"	4.05
Bruce B. LaFollette,	"	5.75
Vivian S. Murphy,	"	4.05
Len Williams,	"	1.35
Allen M. Webb,	"	1.35
Paul R. Hempel,	"	5.75

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

April 10, 1925.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to recommend that

Raymond E. Williamson

be appointed temporary Skilled Workman at this institution with compensation at the rate of \$5.00 per day, effective from receipt of approval and date of oath, vice Patrick Ryan promoted.

I am enclosing letter from the Assayer recommending Mr. Williamson's appointment in the premises.

Respectfully,

Frank E. Shepard

1 ENCLOSURE

Frank E. Shepard,
Superintendent.

April 10, 1923.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to recommend that

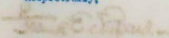
Patrick Ryan

at present employed as Skilled Workman at this institution with compensation at the rate of \$5.80 per day, be promoted to the position of Junior Assayer, without change in compensation, vice J. W. Cobbey, resigned, subject to such examination in the premises as the Civil Service Commission may deem proper.

This appointment to be effective from receipt of approval and date of oath.

Letter from the Assayer concurring in this recommendation herewith enclosed.

Respectfully,


Frank E. Shepard,
Superintendent.

1 enclosure

April 10, 1925.

Director of the Mint,
Washington,
D. C.

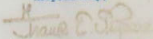
Sir:

As instructed by your letter of the 7th instant, I hereby advise you that the furlough status accorded

Tecumseh S. Foltz,

formerly elevator conductor at this institution, is withdrawn and our records will be revised to show the discontinuance of the services of Mr. Foltz, without prejudice at close of business February 15th, 1925.

Respectfully,



Frank E. Shepard,
Superintendent.

April 10, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

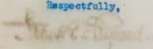
Referring to your letter of the 7th instant, advising me in the matter of

Mr. Horace W. French

who retired as a Guard from this Mint, that the Bureau was in error in allowing Mr. French to be furloughed, I have to advise you that our records show Mr. French was carried on the Rolls as "absent without pay" from May 16th to June 15th, 1924, by your direction, and

As now instructed our records will show the services of Mr. French as Guard were discontinued, without prejudice, at close of business May 15th, 1924, the date upon which his pension began.

Respectfully,


Frank E. Shepard,
Superintendent.

April 11th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made
in the personnel of this institution during the month of March,
1925:

Appointments.

Joseph Driscoll, watchman, compensation \$1200 per annum, vice Joseph
Hurd, dropped without prejudice, Oath dated March 7th.

Singleton Harris, unclassified laborer, compensation \$3.50 per day,
vice A.W. Robinson, janitor, retired. Oath dated March 19th.

Resigned.

J.B. Menahan, temporary helper at \$5.35 per day, effective close March 31st.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

United States Mint

Denver, Colorado.

April 11th, 1925.

of this institution

1128	Ink, writing fluid	12	quarts
1142	Ink, red.	6	pints
1595	Paper (8x10 $\frac{1}{2}$) for mimeograph	6	reams
"	Paper (8x12 $\frac{1}{2}$) do	6	"
1278	Pens, steel, Falcon	6	gross
1311	Ribbon, multigraph, No. 36, black record	1	each
27	Envelopes, manila (4 $\frac{1}{2}$ x10-3/8)	1	M
	Envelopes, manila (2x2)	25	M
	Envelopes, manila (3-3/8x6) open end	2	M
165	Envelopes, white (3 $\frac{1}{2}$ x6)	5	M

Received
May 20, 1925

Frank E. Dupont.

Superintendent.

NIGHT LETTER

Denver Colorado April 11 1925

Director of the Mint
Washington
D C

Request authority by wire to appoint B G Bradley temporary watchman effective from date of oath vice John B. Hobson promoted

Eligible list watchman contains only two names and both men physically disqualified and without special experience

Bradley about thirty years old
Served over year with Navy and five years in Marine Corps retiring therefrom as first lieutenant

Regard him excellent man for place and services urgently required

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

Frank E. Shepard
Frank E Shepard
Superintendent

April 13th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that John B. Hobson at present employed as Watchman with compensation at the rate of \$1200 per annum, be transferred to the position of Helper with compensation at the rate of \$6.36 per day, to fill the vacancy caused by the resignation of J.B. Henahan, temporary helper in the refinery.

As Mr. Henahan's services end with the close of business this date, I have to request that Mr. Hobson's appointment be effective from April 1st, 1925.

I enclose communication from the Melter & Refiner pertinent to this appointment.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

April 18th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Lincoln E. Spangler at present employed as temporary helper at this institution with compensation at the rate of \$5.35 per day, be appointed probationally to the position of Skilled Laborer without change in compensation, effective from May 1st, next.

Mr. Spangler's name has been selected from Certificate No. 2116 furnished me by the Secretary of the 13th U.S. Civil Service District.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

April 13th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Basil G. Bradley be appointed a temporary watchman at this institution with compensation at the rate of \$1200 per annum, effective from date of oath.

Mr. Bradley has been selected in the absence of an eligible list, the only two names therein being men who are physically disqualified and without proper experience.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

NIGHT

Denver, Colorado, April 13, 1925.

The Director of the Mint,
Washington, D.C.

Request authority to purchase from lowest bidder one ton box ash one hundred thirty dollars; five hundred K crucibles one hundred twelve dollars; one ton potassium nitrate one hundred seventy five dollars and two tons borax glass six hundred forty dollars.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

April 15th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

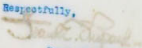
I have to enclose official bonds of the following
employees of this institution:

Singleton Harris, in amount \$1,000, dated April 9th, 1925.

Roy C. Russell, in amount \$3,000, dated April 9th, 1925.

Premium receipts attached.

Respectfully,



Frank E. Shepard,
Superintendent.

April 15, 1925.

Director of the Mint,
Washington,
D. C.

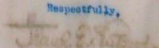
Sir:

To enable me to meet the regular and over-time expenditures of this institution for the month ending April 30th, 1925, I have to request a further advance, with which I am to be held accountable, under my Bond dated January 14th, 1924, as follows.

Wages of Workmen

\$500.00

Respectfully,



Frank E. Shepard,
Superintendent.

NIGHT

Denver Colorado April 16 1925

Honorable R J Grant
 Director of the Mint
 Washington D C

Understand Mr Teicher in Washington

Please refer my letter February twenty sixth and advise if it may not be possible to secure for Denver Mint guard examinations same as circular sixty five departmental service March eleventh twenty five

Am confident this would allow more efficient selection than from watchman list

GOVERNMENT OFFICIAL BUSINESS
 CHARGE U S MINT DENVER

Frank E. Shepard
 Frank E Shepard
 Superintendent

April 17th, 1925.

The Director of the Mint,
 Washington, D.C.

Sir:-

Referring to your letter of the 14th instant (F),
 I am enclosing samples of the envelopes desired on my requisition of the 11th instant.

Regretting the omission, I am

Respectfully,

Frank E. Shepard
 Frank E. Shepard,
 Superintendent.

April 17, 1925.

District Secretary,
13th U. S. Civil Service District,
Post Office Building,
Denver, Colorado.

Sir:

I have to acknowledge the receipt of your letter of the 14th instant (File H:t) returning my letter of recommendation of

Basil G. Bradley

as temporary watchman in this institution, together with your Certificate, in triplicate, No. 2107, setting forth two eligibles for the position in question.

I am returning herewith all papers in the premises, together with the examination papers of these two eligibles, which have been requested by you.

I would say that Certificate No. 2107 was not returned without comment, but lacking space for direct comment thereon, this comment was incorporated in my letter of recommendation, a copy of which was intended for your files and, necessarily, became a codicil to the Certificate.

In re "Declaration of Appointee", this paper has always been executed by the appointee and sent you regardless of the appointee being for permanent or temporary duty, as positively instructed us by the Director of the Mint, in order that the personnel data may be in the hands of the Commission as well as available for himself when required.

Now in further detailed explanation, conformably to your request, I would say that because of the very considerable values to be safeguarded at this institution and the strict discipline which must be maintained often through the agency of the guards, I have naturally scrutinized the personal statements of eligibles as to former lines of work and physical fitness, as well as the Medical Officers' pronouncements upon the applicants, very carefully indeed, and in this instance

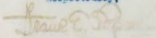
I found:

Harry A. Schumb is entirely lacking one natural eye, besides evidencing other physical deficiencies, nor has he been formerly employed along lines making him desirable for appointment as guard in a money factory.

Frank De Paula has impaired vision, is not especially robust and has resided in the West a comparatively short time, which precludes a proper investigation with reasonable expedition of his antecedents on the Atlantic coast. Mr. De Paula also lacks previous employment along lines which would naturally aid him in the most efficient discharge of a guard's duty at this institution.

Now, the temporary appointee, Basil G. Bradley, was in the Aviation Corps of the Navy for over one year and five years a lieutenant in the United States Marine Corps. He is clean-cut, young and well proportioned, a man of high intelligence and I believe just such a man as the best interests of the Government and the particular welfare of this Mint require for police surveillance.

Respectfully,



Frank E. Shepard,
Superintendent.

April 17th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oaths of office of the following helpers at this institution, bearing date of April 16th, 1925:

Patrick J. Keenan.
Louis T. Menahan.
Roy G. Russell.
William J. St. Peters.

Respectfully,



Frank E. Shepard,
Superintendent.

April 16th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing oath of office of Basil C. Bradley,
temporary watchman at this institution, bearing date of April
17th, 1925.

Respectfully,

Frank E. Shepard,
Superintendent.

April 18, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I write to ask if it would be permissible for the Chief Clerk
of this institution, or in his absence the Acting Chief Clerk, to
take the Oaths of original appointees or those who from time to
time by change of status require new Oaths.

I am conversant with the Regulation in the premises, but if
this suggested arrangement could be authorized I am sure it would
be found a material convenience in our routine as well as saving the
appointee the usual notary fee, as the Chief Clerk's service in this
respect would be, of course, without fee.

Respectfully,

Frank E. Shepard,
Superintendent.

NIGHT.

Denver, Colo., April 20th, 1925.

THE DIRECTOR OF THE MINT
Washington, D.C.

Request authority to purchase from lowest of five responsible bidders black lead goods totaling four thousand twelve dollars.

Paul E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

NIGHT

Denver, Colo., April 21st, 1925.

The Director of the Mint,
Washington, D.C.

Please request Supervising Architect to authorize at once rewinding of armature on large freight elevator this building now burned out lowest of four bids to cost one hundred fifty seven dollars. See report of Inspector Miller, paragraph four, dated January 26, 1923. In mailing proposals.

FRANK E. SHEPARD

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

April 21st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to my telegram of this date - confirmation of which is herewith enclosed - requesting you to obtain authority from the Supervising Architect to rewind at once the Armature on the large freight elevator in this building which burned out yesterday, I am enclosing the following proposals, the lower of which I have requested authority to accept:

Classen Bros. Electrical Company, in amount	\$ 157.00
Otis Elevator Company,	" 222.00
Wes. H. Smith,	" 235.00
Westinghouse Electric & Mfg. Co.,	" 274.65

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

IGHT NIGHT

Denver Colorado April 22 1925

Baltimore Copper Smelting and Rolling Company
Fourth Avenue and Fifth Street
Canton, Baltimore, Maryland

Have not received results on recheck of palladium your letter March twenty seventh

Please rush and wire

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

Frank E. Shepard
Frank E. Shepard
Superintendent Mint

April 24th, 1925.

The Director of the Mint,
Washington, D.C.

Sirs:-

I have to request that 10 pairs of One Cent dies
and 5 pairs of Double Eagle dies be forwarded for the use of
this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

April 25, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending May 31st, 1925, I have to request that a requisition be drawn upon the Secretary of the Treasury against the Appropriations made for the support of this Mint for the current fiscal year, in the following amounts with which I am to be held accountable under my Bond, dated January 14, 1924:

Salaries of Officers and Clerks	\$ 4,000.00
Wages of Workmen	10,500.00
Contingent Expenses	<u>10,000.00</u>
Total:	\$24,500.00

Respectfully,

XXXXX

Frank E. Shepard,
Superintendent.

Denver Colorado April 30 1925

Director of the Mint
Washington D C

Value April coinage ten million dollars double eagles

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

Frank E Shepard
Superintendent

May 1st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of April, 1925:

Appointments.

P.J.Kennon, L.T.Monahan, R.C.Russell and W.J.St.Peters, formerly employed as temporary helpers, appointed helpers (probationally) without change in compensation; Oaths of office dated April 16th.

B.C.Bradley, temporary watchman at \$1200 per annum; Oath dated April 17th.

Promoted.

J.B.Hobson, formerly employed as watchman at \$1200 per annum, to helper at \$5.35 per day, Oath dated April 1st.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

May 1st, 1925.

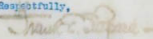
The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that official bonds be prepared
for execution by the following employees of this institution
in the amounts indicated:

Lincoln E. Spangler, in amount	\$3,000.00
Patrick Ryan, "	5,000.00
Raymond M. Williamson, "	3,000.00.

Respectfully,



Frank E. Shepard,
Superintendent.

May 1st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to transmit oaths of office bearing even
date of the following employees at this institution:

Patrick Ryan.
Lincoln E. Spangler,
Raymond M. Williamson.

Respectfully,



Frank E. Shepard,
Superintendent.

MONT

Denver, Colorado, May 2, 1925.

The Director of the Mint,
Washington, D.C.

Request authority to purchase from lowest of three bidders including Philadelphia
Mint twenty thousand minor ~~and~~ sacks eight hundred fifty five dollars; ten
thousand silver coin sacks sixteen hundred forty dollars.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

May 2, 1925.

The Secretary of the Treasury,
Washington,
D. C.

Sir:

I am enclosing duplicate check No. 1220, dated March 10,
1925, drawn by me to the order of

Chas. Scheer

in amount \$252.48, together with Bond executed by Mr. Scheer
and sureties and Mr. Scheer's affidavit in the premises.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

2 enclosures

May 4, 1925.

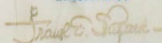
Director of the Mint,
Washington,
D. C.

Sir:

As instructed by your telegram of even date, I am enclosing samples of material submitted by the Schaefer Tent and Awning Company, of this City, lowest of three (3) bidders, to furnish this institution certain coin sacks.

I am also enclosing the proposals of all three (3) competing agencies, which you will kindly return when they have served their purpose.

Respectfully,

A handwritten signature in cursive script, reading "Frank E. Shepard".

Frank E. Shepard,
Superintendent.

enclosures:

Proposals of

Schaefer Tent and Awning Co.
Denver Tent & Awning Co.
Mint at Philadelphia and
Schaefer samples.

MONTH (YEAR) OF April, 1925

OFFICE OF

To Director of the Mint,
HEAD OF SERVICE (TITLE)
TREASURY DEPARTMENT,
WASHINGTON, D. C.

United States Mint

PLACE Denver, Colorado, May 5th, 1925.

192

INSTRUCTIONS—Observe T. D. 2861, and Department Circular No. 282. Report all leave taken by employees in previous month on first working day of the month. Record of all leave to be kept in office of Field Office on Departmental Blank Form 1129. This report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designations.

NAME	ANNUAL						SICK		WITHOUT PAY				MILITARY		REMARKS
	CURRENT MONTH			TOTAL FROM JAN. 1			CUR- RENT MONTH	TOTAL FROM JAN. 1	CURRENT MONTH	TOTAL FROM JAN. 1	CUR- RENT MONTH	TOTAL FROM JAN. 1	CUR- RENT MONTH	TOTAL FROM JAN. 1	
	DATE	NO.	NO.	DATE	NO.	NO.	DATE	DATE	DATE	NO.	DATE	NO.	DATE	DATE	
Supt M&R															Workmanship
Wilson, J.W.,															-
Supt Coining,															-
Wells, J.C.,															-
Chief Clerk,															-
Kasch, E.P.,					1	3									
Cashier,															100
Phillips, B.M.,					1										
Assist Assayer,															95
Bowen, W.F.,		6	30		7			4							100
Assayer's Assist					4										
Hall, R.E.,															100
Bookkeeper,															
Denckla, H.J.,		4	30		1	1									100
Weigh Clerk,															100
Prerley, G.P.W.,					2	30									100
Assist Chief Clerk,															
Hinkins, Oscar,		2			2			3							100
Assist Cashier,															100
Ford, E.C.,		1	3	30	2	2		2							100
Clerk, Class 5,					3	2	6	45	2	4					100
St. John, Farnum,															100
Coin Clerk,															100
Bolman, Fred D.,						5									100
Clerks, Class 4,															100
Munaster, W.P.,		4	30		6										100
Whitney, O.R.,			6	30	1	2		3							100
Clerks, Class 3,															100
Krueger, O.H.,		1	30		5	30									100
Spencer, G.N.,					2	30		2							100
Private Secy.,															-
Platt, Virginia,					3	30		2							95
Assist Custodian,															
Karpen, P.M.,			30		1			1							95
Foremen,															95
Brady, Daniel,					6			5							100
Push, W.M.,			1		1										100
Frewing, F.W.,					4			1	2						100
Hempel, F.R.,					3	30									100
Tucker, F.W.,					4										100
Wireman,															100
Burris, B.J.,															90
Helpers,					2	6									90
Roswell, W.O.,															90
Bocher, G.J.,			1		4										95
Hampbell, W.O.,			1	30	2	30									100
Walker, A.J.,					5	30									95
Ardis, W.H.,									1						95
Gibson, A.L.,			5	30	1	1	15								95
Hall, J.E.			5		4		1	15							95

NAME

CURRENT MONTH

TOTAL TIME
JOB 1CUR-
RENT
MONTHTOTAL TIME
JOB 1CUR-
RENT
MONTHTOTAL TIME
JOB 1

REMARKS

Workmanship

NAME	CURRENT MONTH	TOTAL TIME JOB 1	CUR- RENT MONTH	TOTAL TIME JOB 1	CUR- RENT MONTH	TOTAL TIME JOB 1	REMARKS
Helpers,							95
Hayes, J.G.,			1				90
Hobson, J.B.,							90
Kammon, P.J.,				3			95
Thompson, Asa,							95
McClune, A.P.,		30					95
Donahue, L.T.,	4	4	2	2			90
Murphy, Y.S.,		2					-
O'Connell, W.M.,		21	30	25	25		95
Russell, R.C.,	2	30	2	30			95
St. Peters, W.J.,	7	30	7	30			90
Smith, E.C.,				17			95
Smith, E.S.,		2	4	30	8		100
Wilcox, S.B.,				16	16		95
Junior Assayer,	2	4	3	5	30	1	90
Connors, H.M.,							90
Laborers,	6		6	4	20	30	90
Tebb, A.W.,				4	1		95
Williams, Lon,							100
Machinist,	1		3	30			95
Smith, F.F.,							100
Melters,							95
Donahue, J.J.,	3	30	7	30			95
Burns, F.N.,							95
Lindhard, J.A.,					2		100
Whitaker, S.R.,	1		3	30			100
Welsh, W.R.,				3			100
Scale Repairer,	2		2	30			100
Moessner, E.F.,							100
Sk. Workmen,							100
Arnold, R.C.,							100
Baskind, Harry,							100
Beggs, W.H.,	1	4	1				45
Bell, K.C.,	1		3	45			100
Cain, James,		30	2		1		90
Halden, R.L.,			1	1	4		100
Eapenny, J.H.,	1	1	3		1		95
Hill, G.M.,			4		3		95
Ryan, Patrick,							90
Tamblyn, W.H.,	1	4	7				100
Tinker, J.F.,			1		1		100
Waters, R.C.,							95
Telep. Operator,	3	30	4	30	2	2	95
McKnew, Agnes D.,							

TREASURY DEPARTMENT
DEPARTMENTAL FORM NO. 228A
REV. 1-20-27

MONTHLY (YEARLY) REPORT OF ABSENCE—CONTINUED.

SHEET NO. 3

NAME	ANNUAL						SICK		WITHOUT PAY				MILITARY		REMARKS
	CURRENT MONTH			TOTAL FROM JAN. 1			CURR. MONTH	TOTAL FROM JAN. 1	CURRENT MONTH	TOTAL FROM JAN. 1	CURR. MONTH	TOTAL FROM JAN. 1			
	DATE	DELT.	REAS.	DATE	DELT.	REAS.									
Spolass'd Labr.															Workmanship
Harris, Singleton, Watchmen.															99
Triscoll, Joseph,															95
Newton, Allen,															95
Welsh, J.F., Capt of Watch															95
Smith, G.E. Doorkeeper,															100
Leyman, Joseph, Guard,															100
Kladinger, Peter, Elevator Pilot															100
McCarthy, J.W., Assist Supt MAR															100
Malmstrom, C.G. Foreman, Ref.				1	6	30		11	11						100
Forstadt, Geo. Jr., Foreman, Ref. Mltg			2		4	45			4						100
Stoddard, K.T., Supt Machy			2		5	30			22						100
White, M.H.,	1	1		2	3	30									100

June 1922

Frank E. Shepard,
Superintendent.

Frank E. Shepard,
Superintendent.

May 9, 1925.

Honorable R. J. Grant,
Director of the Mint,
Washington,
D. C.

Dear Mr. Grant:

We have your letter of May 5th with reference to report of the Budget Bureau and as requested by you, we are enclosing herewith list of employees at the United States Mint, Denver, Colorado, as of May 1st, 1925.

In the cases of LaFollette, Ryan and Williamson they will take the examination for Junior Assayer as agreed upon at the conference in your office on April 21st between yourself, the Secretary of the U. S. Civil Service Commission, and the Secretary of the Thirteenth Civil Service District.

Please note that in the cases of LaFollette and Williamson, marked "temporary", these positions will ultimately have to be permanent and so the per diem compensation set opposite the names of LaFollette and Williamson will need to be provided for in the Budget covering the regular operations of this Mint.

The other three men named, Blanchard, Clark and Eggert, will be subject to the action of the investigations of the Special Committee provided for at your conference, such Committee to consist of representative from this Mint and a representative of the Secret Service.

We have designated Mr. Oscar Hinrichs to represent this Mint on this Committee and the work of this Committee was undertaken promptly after receipt of memorandum dated May 7, 1925, from the local office of the Civil Service Commission concerning the terms of the conference.

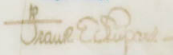
Mr. Hinrichs reports to me that the investigation of the list of eligibles for helper with experience may take several days, but we will expedite this work as much as possible and report the conclusions from the work of this Committee as soon as possible.

Honorable H. J. Grant

Page 2

In the cases of Blanchard, Clark and Eggert, - these positions are involved in the permanent operations of this Mint, and whether they remain as permanent employees, or are replaced by other from the eligible list, the per diem wages set opposite the names of Blanchard, Clark and Eggert would need to be included in the Budget.

Respectfully,



Frank E. Shepard,
Superintendent.

FES MYP

May 11, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

We are enclosing herewith copy of letter from Office of Supervising Architect, under date of April 29th, 1925, subject Denver, Colorado, Mint, reference SA-M, and submit herewith for transmission to the Office of the Supervising Architect, through your Office, our reply of even date.

We would appreciate your advice as to interpretation of the instructions requiring that all business with the Office of Supervising Architect be transmitted through your Office.

Respectfully,



Frank E. Shepard,
Superintendent.

FES MYP

3 enclosures

P.S. It has been our practice to forward all communications to the Supervising Architect through your Office and we interpret the instructions above referred to, to cover all communications whatever, with reference to Mint building, equipment and grounds.

May 11, 1935.

Supervising Architect,
Treasury Department,
Washington,
D. C.

Sir:

Receipt is hereby acknowledged of your letter of April 29th, subject Denver, Colorado, Mint, reference SA-4, covering the matter of proposals for rewinding armature of freight elevator at this building, authorization for same being made by wire April 22d.

As requested by you, we will in the future state the name of the lowest bidder, as well as the amount of the bid when requesting agency authorization.

This matter was forwarded to your Department, through the office of the Director of the Mint, in accordance with instructions provided for in Regulations for Mints and Assay Offices, issue of January 1st, 1918, page 32, as follows:

"*****and all business with other United States Government departments, commissions, boards, etc., or with other divisions of the Treasury Department, will be conducted through the office of the Director of the Mint, including business with the office of the Supervising Architect concerning buildings and grounds, etc. *****"

Respectfully,

Frank E. Shepard,
Superintendent

Custodian

ZES MYP

Letter
sent

May 12, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Having reference to your letter of March 17th, 1925, also letter from George K. Burgess, Director of the Bureau of Standards, under date of March 14th, 1925, in relation to weights from Denver Mint, I am forwarding to you by registered mail package containing the following list of weights:

One (1) Set Milligram Weights

1 - 1 Gram	1 - 20 Mg.
1 - 500 Mg.	1 - 10 "
1 - 300 "	1 - 5 "
1 - 200 "	1 - 3 "
1 - 100 "	1 - 2 "
1 - 50 "	2 - 1 "
1 - 30 "	

One (2) Set Gold Assay Weights

1 - 1000	G. W.	1 - 50	G. W.
1 - 900	"	1 - 40	"
1 - 800	"	1 - 30	"
1 - 700	"	1 - 20	"
1 - 600	"	1 - 10	"
1 - 500	"	1 - 5	"
1 - 400	"	1 - 4	"
1 - 300	"	1 - 3	"
1 - 200	"	1 - 2	"
1 - 100	"	1 - 1	"

Thirteen (13) weights to replace ~~existing~~ weights, which were perforated, as recommended in Director Burgess' letter of March 14th, 1925:

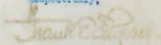
Director of the Mint

Page 2

<u>Number of Weights</u>	<u>Denomination</u>	<u>Material</u>
1	0.001 oz. t.	Platinum
1	100 mg	"
2	50 "	"
2	20 "	"
1	10 "	Aluminum
2	2 "	"
1	0.2 grain	Platinum
2	0.02 "	Aluminum
Also 1	0.05 "	Aluminum

Our Mr. Moessner has made new weights as per the third table above, and we now desire to have all these weights submitted to the Bureau of Standards for correction and return to this Mint for use in our operations.

Respectfully,



Frank E. Shepard,
Superintendent.

FES MTF

May 13, 1925.

The Comptroller General of the United States,
General Accounting Office,
Washington, D. C.

Sir:

Referring to your Certificates of Settlement of Accounts (Nos. C-25473-T and C-1025-T) I am enclosing statements of postage paid on shipments of coin by registered mail from this institution for the quarter ended December 31, 1924, both from the Appropriation, Contingent Expense, Public Moneys, 1925, and from Special Deposit Account, Symbol 15522.

I have made and transmit herewith a copy of these statements for the office of the Director of the Mint who may have possible use therefor.

In re Voucher 47 - W. H. Myer; the purchase of two (2) Big Ben Alarm Clocks for \$5.96; explanation is made that these clocks are employed in connection with the electric cut-offs timing certain solutions in our Assay Department.

In re Voucher 90 - Weicker Transfer and Storage Co. for hauling, in amount \$7.46; you are advised, as heretofore, that this service is occasional only and of such a variety as to preclude the wisdom or feasibility of covering same under annual contract.

Respectfully,

Frank E. Shepard,

Denver, Colorado, May 13, 1925.

The Director of the Mint,
Washington, D.C.

Owing to illness of telephone operator request authority to employ substitute
few days three dollars per day and continuing authority under such circumstances.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

May 13, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I am returning herewith, perfected as requested, the papers accompanying your letter of the 8th instant (P) touching the accounts of this institution for the quarter ended March 31, 1925.

Your general and specific observations and instructions regarding the use of symbols pertinent to supply vouchers and the detailed preparation of such vouchers, are carefully noted and in future will be followed as nearly as possible.

Respectfully,

Frank E. Shepard,
Superintendent.

enclosures

May 11, 1925.

Director of the Milt,
Washington,
D. C.

Sir:

Subject to your approval I have this day separated from
the service

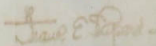
Vivian S. Murphy

helper, effective at close of business even date.

This action is taken after a searching investigation,
which discloses the fact, that Murphy was guilty of gross
negligence in looking after certain machinery under his care
on the night trick, which negligence resulted in consider-
able damage to our fuel oil system.

Upon a previous dereliction, of less serious character,
Murphy was strongly instructed to give watchful and con-
scientious attention to all duties assigned him. This he has
failed to do.

Respectfully,



Frank E. Shepard,
Superintendent.

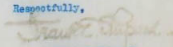
May 19th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

As directed in your telegram of even date, I have this day formally charged Vivian S. Murphy by letter with gross negligence in attending to the operation of machinery under his charge at this Mint and advised him that he will be given until May 29th to make reply thereto, when a copy of my letter of charges and his reply will be forwarded to you. Murphy in the meantime will be carried on our rolls as being suspended without pay.

Respectfully,

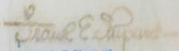

Frank E. Shepard,
Superintendent.

NIGHT

Denver Colorado May 21 1925

Director of the Mint
Washington
D C

Proposals to furnish coin sacks forwarded you fourth instant
Awaiting their return and your recommendation as to award
New proposal from Philadelphia Mint received
Should same be considered



: Frank E. Shepard
GOVERNMENT OFFICIAL BUSINESS: Superintendent
CHARGE U S MINT DENVER COLO.:
:

May 23rd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bonds of the following
employees of this institution - premium receipts attached:

Patrick Ryan, in amount \$5,000, dated May 19th, 1925.

Lincoln E. Spangler, " 3,000, " " 12th, "

Raymond M. Williamson, " 3,000, " " 19th, 1925.

I am also enclosing premium receipts on the bonds of
the following employees:

Walter C. Boswell,	in amount	\$2.70
E. J. Denckla,	"	6.75
John B. Hobson,	"	2.70

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

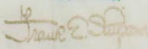
May 23, 1925.

The Supervising Architect,
C/o Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of the 20th instant, SA-A, as to the authorization of September 22d, 1924, in amount \$60.00, in name of J. H. Mosman Co., for repairing vault locks, you are advised that no voucher has been forwarded in this matter as the work has not yet been performed, but I understand Mr. Mosman's representative will be with us in a couple of weeks.

Respectfully,

A handwritten signature in blue ink, reading "Frank E. Shepard". The signature is written in a cursive style with a large, stylized "F" and "S".

Frank E. Shepard,
Custodian.

May 23, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

We have ready for shipment Mint sweeps known as Deposit Lot No. 1 and Lot No. 2, also Refinery Lot No. 1 and Lot No. 2, as follows:

There are 399 sacks having a gross weight of 32,392 pounds; net weight 31,104 pounds and containing approximately 283.149 fine ounces of gold, also approximately 806.395 fine ounces of silver.

From schedule of rates requested of American Smelting & Refining Co., Denver, Colorado, we estimate that the net proceeds of these sweeps, after deducting treatment, haulage and freight charges, amount to \$5,327.20.

From schedule of rates obtained from United States Smelting, Refining and Mining Company, Midvale Plant near Salt Lake City, Utah, we estimate that the net proceeds from settlement of above sweeps, after deducting treatment, sampling, haulage and freight charges, will amount to \$5,170.07.

The above estimates indicate that the American Smelting & Refining Company schedule will yield \$157.13 more than the estimates of the United States Smelting, Refining and Mining Company, Midvale, Utah.

If we retain these sweeps and ship same with further sweeps which will accumulate between now and time of Settlement, we will save \$50.00 in sampling charges.

We would ask your advice as to whether we shall ship the sweeps which are now ready for shipment, amounting to a fraction over fifteen (15) tons, or shall we retain and ship with the balance of the sweeps for this fiscal year?

I am enclosing estimates of smelter charges from schedules received from American Smelting & Refining Co., also United States

Director of the Mint

Page 2

Smelting, Refining and Mining Company.

I am also enclosing schedule of both of the above Companies for treatment of these sweeps.

We would appreciate your advice by wire as to the disposal of the fifteen (15) tons approximate of the sweeps above referred to.

Respectfully,

Frank E. Shepard
 Frank E. Shepard,
 Superintendent.

FEB 1925

May 25, 1925.

Director of the Mint,
 Washington,
 D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending June 30th, 1925, I have to request that a requisition be drawn upon the Secretary of the Treasury against the appropriations made for the support of this institution for the current fiscal year, in the following amounts, with which I am to be held accountable under my Bond dated January 14th, 1924:

Salaries Officers and Clerks	\$ 3,504.50
Wages of Workmen	8,100.00
Contingent Expenses	<u>10,000.00</u>
	\$ 21,604.50

Respectfully,

Frank E. Shepard
 Frank E. Shepard,
 Superintendent.

May 25th, 1925.

Hon. R.J. Grant,
Director of the Mint,
Washington, D.C.

Dear Mr. Grant:

I have your letter of May 22nd with reference to the selection of Settlement Committees and find that Mr. Hinrichs will be pleased to take charge of the settlement at New York starting June 10th, also that Mr. Rodney Hall will serve with him on the same settlement.

On account of serious illness in Mr. Ford's family, he will not be able to advise me until tomorrow morning in regard to his serving as chairman of the San Francisco settlement starting June 15th.

I will advise you by wire tomorrow morning as soon as he has been able to develop his plans.

Mr. Hinrichs and Mr. Hall desire to cover their expense accounts on the \$5.00 per diem basis.

I have not yet received advice as to when we are expected to start on our own settlement at Denver.

I appreciate the honor that has been conferred upon our men in having a part in these important settlements.

Respectfully,

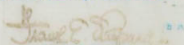

Frank E. Shepard,
Superintendent.

~~CONFIDENTIAL~~

Denver Colorado May 26 1925

Director of the Mint
Washington D C

Hinrichs Ford and Hall accept settlement assignments according your
letter May twenty second five dollar per diem basis



Frank E. Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

May 26, 1925.

Honorable R. J. Grant,
Director of the Mint,
Washington,
D. C.

Dear Mr. Grant:

We wrote you yesterday May 25th stating that Mr. Hinrichs and Mr. Hall will be pleased to serve on the Settlement Committee for New York.

Mr. Ford advises me this morning that he will be able to accept the assignment for Chairmanship of the Settlement Committee at San Francisco starting June 15th.

We wired you to-day stating that Hinrichs, Ford and Hall will accept Settlement assignments on the \$5.00 per diem basis.

Mr. Hinrichs, Mr. Ford and Mr. Hall all appreciate the responsibility and honor of these assignments.

I understand from your letter of May 22d that official notification of their assignments will be forwarded at an early date.

Respectfully,

Frank E. Shepard,
Superintendent.

FES MTP

May 26, 1925.

Honorable R. J. Grant,
Director of the Mint,
Washington,
D. C.

Dear Mr. Grant:

Your letter of May 22nd was received with reference to recent request for temporary appointment of telephone operator for three or four days during the absence of Miss McKnaw, our regular operator, on account of injury to her ankle.

I note that such appointment should not be made and in the future when the regular telephone operator is absent for a day or two, we will arrange to take care of the telephone exchange from our own personnel.

Thanking you for your advice on this situation, I am,

Respectfully,

FES MYP

Frank E. Shepard,
Superintendent.

*See Mr. Grant's letter
re McKnaw*

May 26, 1925.

Honorable R. J. Grant,
Director of the Mint,
Washington,
D. C.

Dear Mr. Grant:

Your letter of May 22nd was received with reference to recent request for temporary appointment of telephone operator for three or four days during the absence of Miss McKnaw, our regular operator, on account of injury to her ankle.

I note that such appointment should not be made and in the future when the regular telephone operator is absent, we will arrange to take care of the telephone exchange from our own personnel.

Thanking you for your advice on this situation,

I am,

Respectfully,



Frank E. Shepard,
Superintendent.

FEB 1925

May 27, 1925.

Director of the Mint,
Washington, D. C.

Subject: Investigation Eligibles
Helper with Experience for
Denver Mint.

Sir:

On May 7th, 1925, the District Secretary of the 15th U. S. Civil Service District submitted Memorandum as per original copy enclosed herewith, advising as to conclusions reached at the conference held April 21, 1925, in the office of the Director of the Mint.

In connection with the investigation of eligibles on Civil Service list, Certificate No. 2089, under date of March 23d, 1925, and in accordance with the recommendation in his Memorandum of May 7th, I designated Mr. Oscar Hinrichs, Assistant Chief Clerk of this institution, to represent this Mint as a member of the local board making such investigation.

On May 23d I received from Mr. Rowland K. Goddard, Operative in Charge U. S. Secret Service, this City, copy of his letter of May 22d, 1925, addressed to

Mr. W. H. Moran, Chief,
Secret Service Division,
Treasury Department, Washington, D. C.,

which copy I enclose herewith, also copy of Mr. Hinrichs' report.

It will be noted that Mr. Goddard in making investigations of the eligible list, Helpers with Experience, with particular reference to mental and physical fitness for the positions involved, indicated the following eligibles by numbers set opposite their names as follows:

Clark, Robert M.
Eggert, Arthur C.
McCarthy, John W.,
Blanchard, Charles J.

(1)
(2)
(3)
(4)

John W. McCarthy is already employed in this Mint as elevator operator.

Messrs. Robert M. Clark, Arthur C. Eggert and Charles J. Blanchard are at present employed in this Mint under temporary appointment.

Director of the Mint

Page 2

I desire to call particular attention to the second paragraph on page 2 of Mr. Goddard's letter, which contains the testimony of Mr. Milton, Superintendent of the Melting and Refining Department, and Mr. Wells, Superintendent of the Coining Department, as to the qualifications of Messrs. Clark, Eggert and Blanchard for the positions which they now occupy.

I also enclose list of eligibles in the order in which they now stand on Certificate No. 2059, March 29d, 1925.

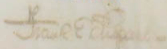
On account of having been in the service of this Mint on several former occasions, thereby being trained under valuable experience for the positions they now occupy and after taking a second examination and placed on the list of eligibles for Helper with Experience, I still feel that Messrs. Clark, Eggert and Blanchard are the logical men to recommend for permanent appointment as Helper with Experience.

Knowing these men as we do and having tested them thoroughly through several years' service as to character and integrity, the best interests of this Mint are surely best served by retaining these men in their present positions as permanent employees, rather than releasing them and substituting others without such experience and untried in our institution as to character and integrity.

The investigations of the local board designated to determine the character and integrity as well as mental and physical fitness, have rated Messrs. Clark, Eggert and Blanchard with Mr. McCarthy as the highest four from the eligible list of Helpers with Experience.

Therefore, in accordance with the results of the investigations of the local board referred to and for the best interests of this Mint, I desire to ask your approval for permanent appointment of Messrs. Clark, Eggert and Blanchard as Helper with Experience at a compensation of \$5.55 per die.

Respectfully,



Frank E. Shepard,
Superintendent.

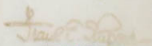
FES MYP

enclosures

Denver Colorado May 29 1925

Director of the Mint
Washington
D C

Value May coinage double eagles ten million dollars cents ten
thousand dollars


Frank E. Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER

June 1, 1925.

Honorable R. J. Grant,
Director of the Mint,
Washington,
D. C.

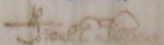
Dear Mr. Grant:

In your letter of March 10th, 1925, you mentioned the coinage of 100,000 - \$2.50 gold pieces before October 1st, 1925, and you thought it might be well for us to start on this coinage directly after Settlement.

After conference with Mr. Wells we wrote you on March 16th, 1925, with reference to this program.

Mr. Wells stated to me to-day that he would like to make preparation for such coinage and we would appreciate your advice as to this program, so that we may be prepared to do the work promptly after August 1st.

Respectfully,



Frank E. Shepard,
Superintendent.

FES MVT

June 2nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of May, 1925:

Appointments.

R.M. Williamson, temporary skilled workman, compensation \$5.60 per day,
Oath dated May 1st, 1925.
L.E. Spangler, formerly temporary helper at \$6.35 per day, appointed skilled laborer at same compensation; Oath dated May 1st, 1925.
Florence E. Hansen, temporary telephone operator, compensation \$3.00 per day,
Effective May 14th, 1925.

Dropped from Rolls.

Florence E. Hansen, temporary telephone operator at \$3.00 per day, effective close of business May 16th, 1925.

Promoted

Patrick Ryan from skilled workman at \$5.60 per day to Junior assayer at same compensation,
Oath dated May 1st, 1925.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

June 2nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to my letter of March 30th, last, in which I called attention to the non-receipt of the supply of "Melter's Deposit Card", Form No. 288, I have to say that our supply is now entirely exhausted and we are using an improvised card and the early forwarding of the regular card will be greatly appreciated.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

INSTRUCTIONS:—Check
if all work to be kept in
the in World

State, and if
the
the in World

under No. 100. Report of hours taken by employees in previous month on the
second blank form also. This report to be prepared on application when paid.

No. day of the month. Record
forwarded to administration

NAME	FABRIL						MAY		MAYDAY PAY				MILITARY		REMARKS
	CURRENT MONTH						TOTAL FROM JAN. 1		CURRENT MONTH		TOTAL FROM JAN. 1		CURRENT MONTH		
	MON.	TUE.	WED.	THUR.	FRI.	SAT.	MON.	TUE.	MON.	TUE.	MON.	TUE.	MON.	TUE.	
Supt MAR															Workmanship
Wilson, J.W., Supt Coining,															"
Wells, J.C., Chief Clerk,															"
Lesch, E.F., Cashier,	2			3	3										"
Phillips, R.M., Assist Assayer					1										100
Bowen, W.F., Assayer's Assist					7				4						95
Hall, R.E., Bookkeeper,	1	1		1	5										100
Dunkla, H.J., Weigh Clerk,			30	1	1	30									100
Brierley, G.F.W., Assist Chief Clerk,					2	30									100
Hinrichs, Cadar, Clerk, Class 5,		2		4					3						100
St. John, Farnum, Assist Cashier,			3	20	3	3	15		4						100
Ford, E.C., Coin Clerk,	4	2	30	6	4	30			2						100
Bellamy, Fred D., Clerks, Class 4,					5										100
Muncaster, W.P.,		4	45	1	3	45									100
Whitney, O.R., Clerks, Class 3		1	30	1	3	30			3						100
Krueger, C.H.,			3		1	30									100
Spencer, O.N., Private Secy	1				3	30			2						100
Platt, Virginia, Assist Supt MAR						3	30		2						"
Malstrom, C.C., Assist Custodian									11						100
Karpen, F.H., Capt of Watch									1						15
Smith, G.H., Doorkeeper,															100
Loykam, Joseph, Elevator Cond'tor															100
McCarthy, J.W., Foreman,															100
Brady, Daniel,						6			5						95
Bush, W.M.,						1									100
Freeling, F.W.,	1			1	4				2						100
Henkel, P.R.,		2				5	30								100
Spahr, F.W.,						4									
Washdt, Geo., Jr		5		1	1	45									
Bo. lard, K.T., Fireman,		1	30			7									
Buris, B.S., Guard,															100
Kieginger, Peter,	3					3									100

	CURRENT MONTH						TOTAL 1914						REMARKS					
	DATE	DAY	WED	THU	FRI	SAT	DATE	DAY	WED	THU	FRI	SAT	DATE	DAY	WED	THU	FRI	SAT
Helpers,																		
Seawall, W.G.,		3	45	3	1	45												Workmanship
Snahar, G.J.,																		90
Campbell, W.G.,		6		1		30												90
Dexter, A.L.,		1				6 30												95
Dardis, W.H.,		3				3												100
Guthrie, A.L.,		1	30	1	2	45												95
Hall, J.E.,						6												95
Hayes, J.C.,																		95
Hobson, J.B.,																		90
Kennon, P.J.,																		90
Ligon, Asa,																		95
McClung, B.F.,																		95
Monahan, L.T.,																		95
Murphy, V.S.,		1				3												Suspended without pay, close May 15th.
O'Connell, H.M.,						21												-
Russell, R.G.,		2	30		2	30												95
St. Peters, W.J.,		1		1		30												95
Smith, E.G.,																		90
Smith, E.S.,																		95
Wilcox, S.B.,		6				6												absent all month
Junior Assayers,																		
Connors, H.M.,		1	45	3	7	15												95
Ryan, Patrick,																		95
Laborers,																		
Webb, A.M.,		22				28 4												90
Williams, Lon,																		90
Machinist,																		
Smith, F.F.,		2				5 30												95
Melters,																		100
Donahue, J.J.,																		
Hume, F.H.,		1				1 30												95
Mindhard, J.A.,																		95
Whitaker, S.R.,		1				4 30												100
Welsh, W.R.,																		100
Scale Repairer,																		
Moosamer, R.F.,																		100
Sk. Laborer,																		
Spangler, L.E.,		1	1	30	3	30												95
Sk. Workmen,																		100
Arnold, R.G.,		1				1												100
Bagging, Harry,																		100
Boys, W.H.,																		100
Ball, E.C.,																		95

[illegible]

June 4, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to recommend, effective July 1st, the following
change in status and pay of

Singleton Harris.

employee of this institution, from unclassified laborer at
\$5.50 per day to laborer at \$4.00 per day.

Mr. Harris will at that time have been in our employ al-
most four months, having come by transfer from the Denver Post-
office where he was engaged for a number of years.

The high recommendations of the Postmaster and Custodian
at that time as to Mr. Harris have been justified by the ex-
cellent character of his work here. He should receive the
same compensation as the other colored laborers.

Respectfully,



Frank M. Shepard,
Superintendent.

June 5th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that Harry M. O'Connell, helper at this institution with compensation at \$5.35 per day, having exhausted his annual and sick leave and an additional leave of 60 days without pay, owing to illness, was dropped from our rolls, without prejudice, at the close of business May 31st, 1925.

Mr. O'Connell's health is such that I doubt that he will ever be able to resume his duties at this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

June 6, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to acknowledge the receipt of your letter of the 3rd instant (P) advising a credit of \$2,000.00 to our 1925 Wages Appropriation on account of re-imbursment for extra expenses of refining silver bullion purchased under the Pittman Act.

I have now to request that in order to permit me to make full payment of wages for the current month, you will cause a requisition to be drawn against our Wages' balance at Washington for \$2,000.00, with which I am to be held accountable under my Bond dated January 14th, 1924.

Respectfully,

June 8, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to request that the Mint at Philadelphia be authorized to forward us, at its convenience,

Three (3) pairs quarter eagle dies.
Two (2) dollars for quarter eagles.

Respectfully,

Frank E. Shepard,
Superintendent.

Denver Colorado
June 8, 1925.

NIGHT

Director of the Mint
Washington D C

Referring to your letter directing coinage quarter eagles early in August can you advise date of our settlement that we may arrange vacation period and plans for this coinage?

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLORADO

Frank E Shepard
Superintendent

June 9, 1925.

Director of the Mint,
Washington, D. C.

Sir:

As authorized by Assistant Secretary of the Treasury, Honorable McKensie Moss, under date of June 4th, 1925, I have to recommend changes in status of the following Mint employees, effective from dates of Oaths:

From temporary helper at \$5.55 per diem to permanent helper with experience at same rate of pay

Charles J. Blanchard,
Arthur C. Eggert and
Robert M. Clark.

These men have been selected from the Civil Service eligible list for "Helpers with Experience", which list was recently established by competitive examination, and Assistant Secretary Moss's action was predicated upon the showing that their valuable training and experience in Mint operations fairly justified preference position in considering this list, over untried eligibles.

Respectfully,

Frank E. Shepard,
Superintendent.

June 11, 1925.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to request, in the interest of storage space economy, that the Settlement Committee, at this institution, 1925, be instructed that after inspecting the seals on all sealed compartments of the storage vaults, they break such as I may deem advisable and add to the contents of those compartments sufficient uncovered coin to practically fill them.

Respectfully,

June 12, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing an official Bond in the penal sum of five thousand dollars (\$5,000.00) and bearing date of June 9, 1925, executed by

John S. Hobson,

helper in the refinery of this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

1 enclosure

June 15, 1925.

Honorable R. J. Grant,
Director of the Mint,
Washington, D. C.

Dear Mr. Grant:

Having reference to your letter of June 4th, in connection with Gauthier crucibles, - I appreciate very much your advice with reference to the tests made at Philadelphia as well as the reports from New York.

Immediately on receipt of telegram dated May 29th, from your office, we commenced tests on these crucibles in connection with copper melts, sweats, and in a few days we expect to complete tests on gold melts and just as soon as we finish these tests, will advise you as to the results.

In looking up the records I find that the Gauthier No. 80 crucibles were used in this Mint from 1908 to 1917 inclusive and that they have not been used since 1917.

We thank you for your information and will make thorough tests as to the service from this last lot of Gauthier crucibles.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

FES MYP

P. S. We are withholding the payment of this account until tests are completed and report is submitted as above.

June 15, 1925.

The Director of the Mint,
Washington,
D. C.

Sir:

Referring to your letter of June 9th and its amendment of June 11th as to reporting liquidation of appropriation encumbrances, I would say that the plan suggested will be entirely satisfactory to this institution.

Respectfully,

John E. Quinn

June 15, 1925.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose an official Bond in the penal sum of \$5,000.00 and bearing date of June 13th, 1925, executed by

George R. Whitney,

Clerk at this institution.

Premium receipt attached.

Respectfully,

John E. Quinn

FAST DAY MESSAGE

Denver Colorado June 16 1925

Director of the Mint
Washington D C

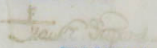
Yours June thirteenth

New Orleans received June eighth

Deadwood June tenth

Helena June twelfth

Expect assayers report on all shipments tomorrow

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER
Frank E Shepard
Superintendent

June 16, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Your letter of June 13th was received with reference to shipment of bullion from the New Orleans Mint on June 4th to the Denver Mint, and we wired you to-day as per confirmation enclosed.

These three shipments were received within a period of a few days, at a time when our Mr. Hall, Assistant to the Assayer, was absent on duty in connection with the Settlement at New York; also, at the time when the Assay Department was occupied with the assay of sweeps for shipment recently made, in addition to our routine operations.

We expect to have Assayer's report on New Orleans, Deadwood and Helena shipments by to-morrow and final papers will be forwarded to you as soon as possible.

In order to comply with your request of April 25th, 1925, we will, in connection with future shipments, advise you immediately of the receipt at this Mint of such bullion shipments and have forwarded to you the final papers taking the bullion into our accounts, as soon as possible after the receipt of Assayer's report on such shipments.

Respectfully,

Frank E. Shepard,
Superintendent.

FES MVP

(1) enclosure

June 17, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to recommend, effective July 1st, 1925, an increase in the per diem compensation of

Singleton Harris,

unclassified laborer at this institution, from \$3.50 to \$4.00.

Mr. Harris will at that time have been in our employ almost four months, having come by transfer from the Denver Postoffice where he was engaged for a number of years.

The high recommendations of the Postmaster and Custodian as to Mr. Harris have been justified by the excellent character of his work here. He should receive the same compensation as the other colored laborers.

Respectfully,

Frank E. Shepard,
Superintendent.

NIGHT

Denver, Colorado, June 18, 1925

Director of the Mint
Washington D C

Request authority to accept lowest bid two tons borax glass at three hundred twenty dollars per ton

GOVERNMENT OFFICIAL BUSINESS
CHARGE
DENVER MINT.

Frank E. Shepard
Superintendent

June 18, 1925.

Director of the Mint,
Washington,
D. C.

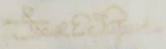
Sir:

Referring to your Circular Letter of the 12th inst., relative to disposition of useless papers and to be considered in connection with Circular Letter of the Assistant Secretary of the Treasury attached to Department Circular No. 358 I have to advise, that the only useless papers at this institution are those which have accumulated in the internal operations of the several Departments and are utilized in more or less proportion for scratch pads or miscellaneous calculations upon their backs or unused spaces.

Our storage facilities for old records and accounts, which upon occasion are consulted, are exceedingly adequate and are not needed for other purposes.

Therefore, I would recommend that there be no destruction at this time of accumulated records and papers pertinent to the conduct of this Mint.

Respectfully,


Frank E. Shepard,
Superintendent.

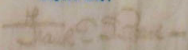
June 20, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

At the conclusion of this initial week of our Annual audit, I deem it proper to advise you that your Settlement Committee is diligently fulfilling its mission and to the entire satisfaction of all parties in interest.

Respectfully,


Frank E. Shepard,
Superintendent.

June 20, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to recommend the appointment as helper with experience of

Frank Flannery.

at a per diem compensation of \$5.33 effective from approval and date of Oath vice Vivian S. Murphy recently separated from the Service.

Mr. Flannery's name, a preference eligible, is selected from Civil Service Certificate No. 2159 rather than that of Edmund L. Sykes (His Preference) because of Flannery's superior physical fitness as well as an outside experience which particularly qualifies him for the work of the Machinery Department.

Respectfully,

Frank E. Shepard,
Superintendent.

June 20, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Having reference to telegram from the Acting Director, under date of June 29th, 1925, also your letter of June 4th, covering the matter of the Gauthier crucibles, a carload of which crucibles was recently received at this Mint, - we refer to our former letter of June 15th and submit herewith letter from Mr. Joseph W. Wilson, Superintendent Melting and Refining Department, under date of June 20th, 1925.

The results of these tests on the Gauthier 80 Crucibles, recently furnished, indicate that the Gauthier crucibles will give only about two-thirds ($\frac{2}{3}$) the service formerly obtained from the Bartley crucibles No. 80 which have been used in this Mint for some time previous to the receipt of this lot of Gauthier crucibles.

The tests mentioned in Mr. Wilson's letter of June 20th indicate that we may use these Gauthier No. 80 crucibles for bronze and nickel melts, also on sweats.

The account, amounting to three thousand seven hundred and fifty dollars (\$3,750.00) for this last lot of Gauthier Crucibles No. 80 has not yet been paid.

I would recommend that adjustment be made with the Gauthier Company for the payment of this shipment of crucibles on the basis of two-thirds ($\frac{2}{3}$) of seven dollars and fifty cents (\$7.50) each, or five dollars (\$5.00) each crucible in settlement of this account.

Respectfully,

Frank E. Shepard,
Superintendent.

FEB MWP

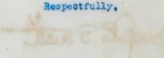
June 25, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Will you kindly arrange a credit for this institution on July 1st, with advice by wire, of \$2,000.00, Public Mon-
ey's Contingent Expenses.

Respectfully,



June 25, 1925.

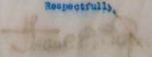
Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing an official bond in the penal sum of \$5,000.00 and bearing date June 24th, 1925, executed by Richard C. Waters, employe of this institution.

Premium receipt attached,

Respectfully,



June 25, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending July 31st, 1925, I have to request that you will cause a requisition to be drawn upon the appropriations made for the support of this Mint for the coming fiscal year in the following amounts, with which I am to be held accountable under my Bond dated January 14th, 1924:

Salaries and Wages, Mint at Denver, 1926, -----	\$15,000.00
Contingent Expenses " " " " -----	4,000.00
Total -----	\$19,000.00

Respectfully,

Frank E. Shepard,
Superintendent.

NIGHT

Denver Colorado June 27 1925

Director of the Mint
Washington
D C

Value June coinage double eagles ten million dollars cents twelve thousand five hundred dollars

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLO

Frank E Shepard
Superintendent

June 27, 1925.

Schedule of Proposals to furnish U. S. Mint, Denver, Supplies during the Fiscal Year beginning July 1, 1925.

<u>Name of Bidder</u>	<u>Articles or Service</u>	<u>Unit Price</u>
* General Chemical Co., Denver.	Parting Nitric Acid	\$10.00 -wt.
	C.P. Nitric	\$13.00 "
	Concl. Sulphuric Acid	2.00 "
	" Muriatic Acid	2.00 "
* Stearns-Roger Mfg. Co., Denver.	Iron Castings	.049 per lb.
Western Iron Foundry Co., Denver.	Iron Castings	.06 per lb.
* The Denver Towel & Sup- ply Co., Denver.	Furnishing and laundering towels,	1½ cts each
Hamilton Towel Supply Co., Denver.	Ditto	2 cts "
* Samuel Throagill, Denver.	Removing Ashes	1.75 per load.
Henry Bitter Denver	Ditto	1.80 " "
H. P. Greenwald, Denver.	Ditto	2.00 " "

* Recommendations for award stayed.

Proposals Enclosed.

Frank E. Shepard, Superintendent.

FAST DAY MESSAGE

Denver Colorado July 1, 1925.

Director of the Mint
Washington
D C

Cannot fill Treasurers order shipment coin until receive
credit public moneys contingent expenses requested

Frank E Shepard
Superintendent

GOVERNMENT OFFICIAL BUSINESS
CHARGE U S MINT DENVER COLO

POSTAL TELEGRAPH  COMMERCIAL CABLES

REGISTERED TELEGRAMS
NIGHT TELEGRAM

July 1, 1925.

Director of the Mint,
Treasury Department,
Washington, D. C.

Gold and silver surplus and wastages subject to verification of figures follows: Melting and Refining gold surplus four naught three decimal five five seven ounces silver wastage nine seven ten decimal three one ounces. Coiner gold wastage five decimal one six seven ounces silver wastage one two eight decimal seven seven ounces.

Chaffin
Chairman.

OFFICIAL BUSINESS: Charge U. S. Mint, Denver, Colo.

July 7, 1935.

Director of the Mint,
Washington,
D. C.

Sir:

I have to advise the following changes in the personnel of this institution occurring during the month of June:

Dropped from Rolls:

June 1st- Harry M. O'Connell - Helper at \$5.35 per diem, dropped without prejudice.

Respectfully,

Frank E. Shepard,
Superintendent.

Place Denver, Colorado, July 8, -----, 1925.

Answer

[illegible]

Workmanship.

NAME	MONTHLY WORK			WEEKLY WORK			TOTAL MONTHLY			TOTAL YEARLY			MONTHLY AVERAGE
	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	PERCENT	TOTAL	PERCENT	TOTAL	
Helpers,													
Bozwell, W. G.,		1		3	2	45							90
Bucher, G. J.,		1			5		3						95
Campbell, W. G.,	7	5		8	5	30							100
Dexter, A. J.,	2	4		3	2	30							95
Dardis, A. N.,		4			7		4						95
Guthrie, A. L.,			30	1	3	15							95
Hall, J. H.,	2	6		3	4								95
Jaynes, J. C.,		8		1			1						90
Hobson, J. H.,		4											90
Kenyon, P. J.,		4			4								95
Ligon, Asa,	2		2				3						95
McClung, B. F.,		4			4	30	5						95
Monahan, L. T.,		5		1			2						95
Russell, R. G.,		4			6	30							95
St. Peter, W. J.,	3	4	30	4	3								90
Smith, E. G.,	1			1			17						95
Smith, W. S.,	2			4	4	30	8						
				8			30	26		30			Absent all month.
Wilcox, G. B.,													95
Junior Assayers,				3	7	15	1						85
Connors, H. H.,					4		3						90
Ryan, Patrick,													90
Laborers,													90
Webb, A. H.,	4		29				30						95
				6			1						95
Williams, Len,					5	30							100
Machinist,													95
Smith, F. P.,													100
Melters,	1	4		1	4								95
Donahue, J. J.,				1		30							95
Kyme, F. E.,													95
	4			4									100
Lindhard, J. A.,		5		1	1	30	2						100
Whitaker, S. H.,					7	30							100
Welsh, W. R.,		4											100
Scale Repairer,				1	2								95
Moesner, E. F.,													95
Sk. Laborer,	1			4		30	1						100
Spangler, L. E.,					5								100
Sk. Workmen,													100
Arnold, R. G.,		4											100
Baskind, Harry,													100
				4	1								95
Boggs, E. H.,		2	4		3	15							100
Bell, K. C.,		4					3						90
Gain, James,		4											90
Halden, R. L.,				3		1	5						90

MONTHLY (YEARLY) REPORT OF ABSENCE—Continued.

MONTHLY (YEARLY) REPORT OF ABSENCE—CIVIL ENGINEER

NAME & TITLE	ANNUAL						BOL.		MONTHLY				MONTHLY		REMARKS
	CURRENT MONTH			TOTAL FROM JAN. 1.			CIVIL ENGINEER	TOTAL FROM JAN. 1.	CURRENT MONTH	TOTAL FROM JAN. 1.		CIVIL ENGINEER	TOTAL FROM JAN. 1.		
	DATE	TIME	REMARKS	DATE	TIME	REMARKS				DATE	TIME		DATE	TIME	
Hapenny, J. H., Sk. Workman,				1											100
Hill, C. M.,	2	4		4	30		1								95
Tamblyn, W. H.,		4		4											90
Tinkor, J. F.,	2	5		8	30										100
Waters, R. C.,	10			10	1	30	1								100
White, M. H., Supt. Machinery,				2	7										100
Harris, Singleton, Unclass'f'd Laborer,				3											95
Driscoll, Joseph, Watchman,															5
Newton, Allen,	2			2											95
Welsh, J. F.,															95
McKnew, Agnes D., Telep. Operator,				4	30		7								95

Frank E. Shepard,
Superintendent.

July 7, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Under the provisions of Section 2, Civil Service Rule VIII, I have to recommend that the positions of

Arthur C. Eggert,
Robert M. Clark and
Charles J. Blanchard,

formerly temporary helpers with experience, all under a wage rate of \$6.35 each per diem, be terminated, without prejudice, effective on the taking of the oaths of their successors.

I also recommend that

James W. Goff, (Prof.)
John W. McCarthy,
Arthur C. Eggert and
Robert M. Clark (Prof.)

certified from Civil Service eligible list, Certificate No. 2069, be given probational appointment, helper with experience, at a compensation of \$6.35 each per diem, effective on taking oath, to fill positions formerly occupied by

Arthur C. Eggert, - position terminated without prejudice;
Harry M. O'Connell- dropped from roll without prejudice;
Robert M. Clark - position terminated without prejudice; and
Charles J. Blanchard- position terminated without prejudice.

I further recommend that

Charles J. Blanchard, (Prof.)

certified from Civil Service eligible list, Certificate No. 2069, be given probational appointment of helper with experience at a wage rate of \$1200.00 per annum effective on taking oath to succeed John W. McCarthy.

Respectfully,

FPS MFP

Frank E. Shepard, Superintendent.

July 16, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to request an Official Bond for execution by

Frank Plannery

helper with experience in the penal sum of \$3,000.00.

Respectfully,

Frank E. Plannery

July 16, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose Oath of Office and personal history
of employe bearing even date and executed by

Frank Plannery

helper with experience.

Respectfully,

Frank E. Plannery

July 21, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing as directed an estimate of appropriations which will be required for the support of this institution for the fiscal year beginning July 1st, 1926.

Respectfully,

July 21, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Complying with your request of the 15th instant (P) I have to advise that the following deductions from the payrolls for retirement were made during the fiscal year 1925:

Salaries	\$ 955.42
Wages	\$590.73

Respectfully,

July 21, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing contracts, in duplicate, entered into, under the authority of your letter of the 30th ultimo, with the following individuals and concerns to furnish this institution supplies or service during the current fiscal year:

General Chemical Company
Stearns-Roger Mfg. Co
The Denver Towel & Supply Company
Samuel Threadgill

Denver Branch
Denver
"
"

Respectfully,

Frank E. Shepard,
Superintendent.

July 25, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

Herewith is submitted communication from Mr. H. J. Denckla, Bookkeeper, with reference to balances of uncurrent minor coin for redemption, which is transmitted for your information.

Respectfully,

July 25, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending August 31st, 1925, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury against the appropriations for the support of this Mint during the current fiscal year, in the following amounts, with which I am to be held accountable under my Bond dated January 14th, 1924:

Salaries and Wages	\$12,600.00
Contingent Expenses	nil
Total;	\$12,600.00

Respectfully,

Frank E. Shepard,
Superintendent.

July 23, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to advise recoveries in sponge form at this institution of platinum and palladium in the amounts respectively 282.87 and 71.95 Troy ounces.

Will you please instruct me as to the disposition desired of these metals.

Respectfully,

Frank E. Shepard,
Superintendent.

July 30, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I am enclosing Contract in triplicate entered into by myself as Agent of the United States of America with the Public Service Company of Colorado, as of date of June 24th, 1925 - to furnish this institution gas and electricity for lighting and fuel purposes, as required during the current fiscal year, including power.

I will thank you to return here, after approval, the carbon copies of this Contract, one for our Mint files and one to be given the Public Service Company.

Respectfully,

August 30, 1925.

The Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose Oaths of Office, bearing even date,
and Personal History of the following named employees:

Charles J. Blanchard, Uelper	
Robert M. Clark	"
Arthur C. Eggert	"
John W. McCarthy	"

Respectfully,

4 enclosures

Frank E. Shepard,
Superintendent.

Report made by July 25

To: Director of the Mint.

Treasury Department,
Washington, D. C.

TREASURY DEPARTMENT,

Office of

Mint of United States,

Place: Denver, Colorado, August 5, 1905.

INSTRUCTIONS.—Observe G. S. Man. and Department Circular No. 30. Report all time taken by employees in previous month on first working day of the month. Round up on leave to be kept in place of Least Paid Officer on Departmental Work Force Bill. This report is to prepare 1 to 1000000 when month's end forwarded to Washington office in Washington. Arrange alphabetically by designation.

NAME.	CASUAL					SICK		OTHER DED.				MILITARY		REMARKS. Workmanship.
	UNCLASSIFIED WORK					TOTAL		VACATION				Oth. Paid		
	DAY	WEEK	WEEK	WEEK	WEEK	DAY	WEEK	DAY	WEEK	DAY	WEEK	DAY	WEEK	
Wm. Schreier (cont'd)														
Baskind, Harry.	24	4		25										Vacation
Becke, W. H.	24	4		28	1									"
Bell, E. G.	24	4		27	4	13								"
Cain, James.	24	2	30	30			3							"
Ellison, B. L.	24	4		24	7		5							"
Hapenny, T. H.	24	4		25	4									"
Hill, C. W.	24	4		28	4	30	1							"
Emblyn, W. R.	24	4		25										"
Ginker, J. F.	21			29	30									"
Haters, E. G.	17	4		27	5	30	1							100
Supt. Workman.														
White, E. H.	24	4		27	3									Vacation
Unclassified Laborer,														
Harrie, Singleton,				3										95
Batchman,														
Briggall, Joseph.														95
Kriegel, Harry														
Byrton, Allen.	21	4		25	4									Vacation
Walsh, J. F.	3			3										95
Telep. Operator,														
McKee, Robert H.	24	4		25	30	7								Vacation

Frank E. Rogers,
Superintendent.

August 5, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to advise the following changes in the personnel of this institution occurring during the month of July:

Appointment:	July 16th	Frank Flannery, Helper at \$5.55 per diem.
--------------	-----------	---

Respectfully,

August 5, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose Oath of Office and Personal History statement bearing even date, executed by

James W. Goff

Helper at this institution.

Respectfully,

August 6, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

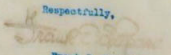
Referring to my letter of July 28th, requesting authority for disposal of platinum and palladium sponge, I find that through inadvertence I omitted to include the platinum and palladium sponge resulting from operations in the fiscal year ending June 30th, 1924.

The total amount of platinum and palladium sponge on hand and for shipment is, therefore, as follows:

<u>Fiscal Year Ending</u> <u>June 30th, 1924</u>	<u>Fiscal Year Ending</u> <u>June 30th, 1925</u>	<u>TOTAL</u>
Platinum 80.65 ozs.	Platinum 282.87 ozs.	363.52 ozs.
Palladium 11.88 "	Palladium 71.95 "	83.83 "

I would, therefore, ask authority for including in the shipment of platinum and palladium sponge to the United States Assay Office, New York City, as expressed in your letter of August 1st, 1925, the amount resulting from operations for the fiscal year ending June 30th, 1924.

Respectfully,



Frank E. Shepard,
Superintendent.

FES:MVP

August 6, 1925.

Director of the Mint,
Washington,
D. C.

Sir:

I have to enclose an Official Bond in the penal sum of
\$5,000.00 and bearing date of July 31st, 1925, executed by

Frank Flannery

employee of this institution.

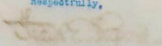
Premium receipt attached.

I am also enclosing premium receipt for renewal of the
Bond of

Benjamin M. Phillips, Cashier.

Premium \$43.50.

Respectfully,



Frank E. Shepard,
Superintendent.

2 enclosures

August 10th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that you will kindly furnish this institution with a supply of the latest form of application for annuity under the Retirement Act.

Respectfully,

Frank E. Shepard,
Superintendent.

X

August 11, 1925.

Director of the Mint,
Washington, D. C.

One delivery double eagles was clean-up of uncompleted coin when department vacations began. Now making quarters eagles and nickels. Next week will strike dimes and cents.

Frank E. Shepard, Superintendent.

Gov't official Business
Charge U. S. Mint

August 11th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise you of the suspension without pay this day, for insubordination, of William M. Bush, foreman of the ingot melting room, pending the return of Mr. Grant here from California when, after conference with him, final disposition will be made of the case of Mr. Bush.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

August 12th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that you will have forwarded for the use of this institution ten pairs of nine centage dies.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Order 14

August 12, 1925.

Hon. Frank B. Shepard,
Supt. U. S. Mint,
Denver, Colo.

Sir:

I have the honor to report that all balances and weighing machines in use at this institution have been tested, all necessary repairs made, and they meet all requirements for accuracy and sensibility.

All weights have been tested and adjusted and check with the Standard weights according to tests made and corrections given by the U. S. Bureau of Standards, July 4, 1925.

Respectfully,

Donald P. McNamee

Scale Repairer.

Approved
Frank B. Shepard

August 12th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that official bonds be prepared,
in the penal sum of \$3,000 each, for the following employees
of this institution:

James W. Coff.

John W. McCarthy.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

N I C H T

Denver, Colorado, August 12, 1925.

Director of the Mint,
Washington, D.C.

Request authority to purchase two tons pig tin sixty five ^{one half} cents pound, for
minor coinage.

Frank E. Shepard

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

August 18, 1925.

Supervising Architect,
Treasury Department,
Washington, D. C.

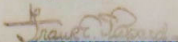
Sir:

Herewith is transmitted original letter from Mr. Albion K. Vickery, City Engineer, City and County of Denver, dated August 15, 1925, with reference to improvements and changes which the City desires to make on Cherokee street, formerly Evans street, on the east side of the U. S. Mint Building, Denver, Colo., together with blueprint copy of part of Drawing No. 120, showing such changes.

The City agrees to make changes of oil intake and man hole of water meter vault, also move elm trees in adjacent to sidewalk, without expense to the Government.

Please wire any instructions on above matter.

Respectfully,



Frank E. Shepard, Custodian.

August 16th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that on October 7th, next, Mr. William M. Bush, foreman of the ingot melting room at this institution, reaches the age of 65 and as it is desirable and in the interest of the service that he be extended for two years, I am enclosing Forms Nos. 400 and 2324 duly executed for your consideration and approval in the premises.

Respectfully,

Frank E. Shepard,
Superintendent.

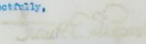
August 19th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that the compensation of E.F.
Moesamer, scale repairer at this institution, be increased
from \$6.60 per day to \$7.00 per day, effective from September
1st, next.

Respectfully,


Frank E. Shepard,
Superintendent.

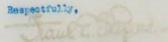
August 19th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Complying with your request of the 31st of July, last,
I am enclosing the personnel organization of this institution
which I trust is prepared in the manner desired by you.

Respectfully,



Frank E. Shepard,
Superintendent.

August 19th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Bruce B. LaFollette be appointed Junior Assayer at this institution with compensation at the rate of \$6.50 per day and that the same be effective September 1st, next.

Mr. LaFollette has been serving temporarily in the above capacity and his name has been selected for probationary appointment from Certificate No. 2217 furnished me by the Secretary of the 12th U.S. Civil Service District.

Respectfully,

Frank E. Shepard,
Superintendent.

N I C H T

Denver, Colorado, August 20, 1925.

The Director of the Mint,
Washington, D.C.

Need two thousand dollar credit - Contingent Expense, Public Bonds, for coin shipments.

Frank E. Shepard
Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

August 22nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to recommend that Basil G. Bradley and Harry Krieger be appointed Guards at this institution with compensation at the rate of \$1200 per annum, each, and that the same be effective from date of oath.

These names have been selected from Certificate No. 2254 furnished me by the Secretary of the 13th Civil Service District and their probational appointment will terminate the temporary appointments of Basil G. Bradley and Tom Gjonovich, both of whom have been serving as guards at this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, Colorado. August 24, 1925.

Treasury United States,
Washington, D.C.

Re shipment coin cents to Froth. Learn from Ajax head of one keg containing
coin cents broke while being loaded on train. Was counted, repacked and forwarded
Froth next train.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

August 24th, 1925.

Mr. Enrique Mascareñas,
Fenasco, New Mexico.

Sir:-

A preliminary test of the piece of metal forwarded
here by you would indicate that it is simply brass and therefore
of no value. If you desire its return, kindly forward the neces-
sary registry postage.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, Colorado, August 25, 1925.

The Director of the Mint,
Washington, D.C.

In order to meet payroll expenditures thirty first instant will need an additional advance of five hundred dollars. Will you please arrange same and wire.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

August 25th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

To enable me to meet the expenditures of this institution for the month ending September 30th, 1925, I have to request that a requisition be drawn upon the Secretary of the Treasury against the appropriations for the support of this institution for the current fiscal year in the following amounts with which I am to be held accountable under my bond dated January 14th, 1924:

Salaries and Wages,	\$14,200.00
Contingent Expenses,	2,000.00

Total,	\$16,200.00

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

August 28th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bonds for the following
employees of this institution:

George J. Bucher,	in amount	\$3,000	dated	August 24th, 1925.
James W. Goff,	"	3,000	"	" 25th, 1925.
William P. Muncester,	"	5,000	"	" 22nd, 1925.
Allen Newton,	"	2,000	"	" 21st, 1925.
William H. Tamblin,	"	3,000	"	" 20th, 1925.

The bonds of Bucher, Goff and Newton have receipts
attached.

I am also enclosing premium receipts on the bonds of
A. J. Guthner, Francis W. Tucker and Sheridan E. Wilcox.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

August 28th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that six (6) One Cent Collars
for large presses be manufactured for the use of this in-
stitution.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

Denver, Colorado, August 31, 1925.

The Director of the Mint,
Washington, D.C.

Coinage for August: Double Eagles six hundred sixty five thousand dollars.
Quarter eagles two hundred seventy five thousand dollars. Dimes fifty thousand
dollars. Nickels twenty six thousand one hundred dollars. One cent pieces ten
thousand dollars. Total one million twenty six thousand one hundred dollars.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

August 31st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to your letter of the 26th instant (P), no Certificate bars were manufactured at this institution during the fiscal year 1925. The following Commercial Bars, however, were manufactured during that period:

Gold Bars.

Number	Fine ounces	Value
710	7,895.909	\$ 163,222.92.

Silver Bars.

66	2,530.36	1,690.30.
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Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

August 31st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office, bearing date
of the 22nd instant, of Harry Krieger, Guard at this in-
stitution.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, Colorado, September 1, 1925.

The Treasurer of the United States,
Washington, D.C.

Try best harbor credit alario used harbor twenty ninth ult:mo.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

September 21, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of August, 1925:

Appointments.

R.M. Clark and A.C. Eggert, formerly employed as temporary helpers at \$5.35 per day, appointed probationally at same wage. Oath Aug. 1st.

C.J. Blanchard, formerly employed as temporary helper at \$5.35 per day, appointed probationally as helper at \$1200 per annum. Oath Aug. 1st.

J.W. McCarthy, formerly employed as elevator conductor at \$1200 per annum, appointed helper at \$5.35 per day. Oath Aug. 1st.

J.W. Goff, appointed helper, probationally, at \$5.35 per day. Oath Aug. 5th.

Harry Krieger, appointed Guard, at \$1200 per annum. Oath Aug. 22nd.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

September 6th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that an official bond in the
penal sum of \$2,000 be prepared for execution by Harry
Krieger, ward at this institution.

Respectfully,



Frank N. Shepard,
Superintendent.

PLACE Denver, Colorado, September 4 1925.

INSTRUCTIONS.—Observe T. D. 1848, and Department Circular No. 22. Report all leave taken by employees in previous month on first working day of the month. Record of all leave to be kept in office of Local Field Office on Departmental Form Part D-12. This Report to be prepared on typewriter when possible and forwarded to administrative office in Washington. Arrange alphabetically by designation.

NAME	ANNUAL						BICK.		WITHOUT PAY.				MILITARY.		REMARKS.
	CURRENT MONTH.			TOTAL FOR JAN. 1.			CON- STANT RATES.	TOTAL FOR JAN. 1.	CURRENT MONTH.	TOTAL FOR JAN. 1.	CON- STANT RATES.	TOTAL FOR JAN. 1.	CON- STANT RATES.	TOTAL FOR JAN. 1.	
	DAYS.	HRS.	MIN.	DAYS.	HRS.	MIN.	DAYS.	HRS.	DAYS.	HRS.	MIN.	DAYS.	HRS.	MIN.	
Supt. M&R															<u>Workmanship</u>
Milson, J. W.	1							1 1							----
Supt. Coin.															
Wells, J. C.	4			27											----
Chief Clerk.															
Leach, E. P.	12 4			16 2	30										----
Cashier.															
Phillips, B. M.	4			5											100
Asst. Assayer															
Bowen, W. P.	9 4			29 7				4							95
Assay's Asst.															
Hall, R. E.	6 45	15	1 45	1 1				1 1							100
Bookkeeper.															
Denckla, H. J.	20			21 3	30										Vacation
Weigh Clerk															
Brierley, C. F. W.	1 4			1 6	30										100
Asst. Chf. Clk.															
Hinrichs, Oscar	4			25 4				3							100
Clk. Class 5															
St. John, Farnum	2 4	30	26 3	15				4							100
Asst. Cashier															
Ford, E. C.	1 4			17 1	30			2							100
Coin Clerk															
Belknap, Fred D.	4			28 5											100
Clk. Class 4															
Muncaster, W. P.	4 30	18 5	15												100
Whitney, C. R.	15 4			28 1	30	4 7									100
Clk. Class 3															
Krueger, C. H.	2 5	30	27 6												100
Spencer, C. H.	3 4			17 5	30	16 18									100
Priv. Secy.															
Piatt, Virginia				3 30	23 26										-----
Asst. Supt M&R															
Malmstrom, C. C.	4			25 7	30			11							100
Asst. Custodian															
Karpen, P. H.	6 1	30	27 2	30				1							95
Capt of Watch															
Smith, G. H.				6				1							100
Doorkeeper															
Leykma, Joseph	23			26											100
Foreman															
Brady, Daniel	4			1 2				5							95
Bush, W. M.	3 4			28 5				4	4						100
Frewing, F. W.	4			30				2							100
Hempel, P. R.	1 4	45	28 6	15											100
Tucker, F. W.	4			25 5											100
Borstadt, Geo. Jr.	2 4			27 2	45			4							100
Stoddard, X. T.	4			30				2 30	19	19					100
Fireman															
Burris, B. J.				27											100
Guard															
Kiedinger, Peter				26 4											100
Helpers															
Boswell, W. G.	2			29 6	45										90

NAME

ARTICLE

DICK

PENSION PAY

MILITARY

REMARKS

Workmanship

373

NAME	CURRENT MONTH			TOTAL FROM JAN. 1			CURRENT MONTH			TOTAL FROM JAN. 1			CURRENT MONTH			TOTAL FROM JAN. 1			REMARKS
	DATE	AMOUNT	DATE	DATE	AMOUNT	DATE	DATE	AMOUNT	DATE	DATE	AMOUNT	DATE	DATE	AMOUNT	DATE	DATE	AMOUNT	DATE	
Helpers																			
Blanchard, C. J.		4		19	6														100
Bucher, G. J.		7		7	5	30		3											90
McCarthy, J. W.		4		25				1											95
Campbell, W. G.		4	30	25	6														95
Clark, R. M.		1	4		28	30													95
Dexter, A. J.		2	1	30	30														100
Dardis, W. M.		3	5	30	29	30		4											95
Egert, A. C.		3	4		28	4													95
Flannery, Frank																			95
Guthner, A. L.		10	4		28	3	25												95
Goff, J. W.								1	1										95
Hall, J. E.		4		28	4			13											95
Hayes, J. C.		3	5		29	1		1											95
Hobson, J. B.		3	4		28	4													90
Kennon, P. J.		3	4		28	4													90
Ligon, Asa		2	4		29			3											95
McClung, B. F.		3	4		28	4	30	5											95
Monahan, L. T.		3	4		29	1		2											95
Russell, R. G.		3	4		28	6	30												95
St. Peters, W. J.		4		29	3		2	2											95
Smith, E. C.		16	4		28			17											90
Smith, E. S.		4		29	4	30		8											95
Wilcox, S. B.								30	4		61								100
Jr. Assayers																			
Connors, H. M.		17		27	7	15	2	3											95
Ryan, Patrick		4		6	4			3											85
Laborers																			
Webb, A. M.				30				30											90
Williams, Lon		24	4		29	2		1											90
Machinist																			
Smith, F. F.		3	4		28	5	30												95
Melters																			
Donahue, J. J.		23	4		25														100
Hume, F. M.		1		25	4	30													95
Lindhard, J. A.		3	4		28	4													95
Whitaker, S. R.		3	4		29	1	30	2											100
Welsh, W. B.		3	4		28	7	30												100
Scale Repairer																			
Moessner, E. F.		7	1		8	3													100
Sk. Laborer																			
Spancier, L. E.		1	1	30	29	6													95
Sk. Workmen																			
Arnold, R. O.		3	4		28	5													100

MONTHLY (YEARLY) REPORT OF ABSENCE—CONTINUED.

[illegible]

September 8th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am returning herewith the bank of Allen
Horton with signature duly witnessed by two persons.

Regretting the oversight, I am

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

September 8th, 1925.

Ismael Avilés, Esq.,
Consul General of Ecuador,
New Orleans, Louisiana.

Dear Sir:-

I have your letter of the 3rd instant requesting
information, etc., pertaining to minting and I have referred
it to the Director of the Mint, Washington, D.C. from whom
you will no doubt hear in due course.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

September 8th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing renewal of contract with the
Mountain States Telephone & Telegraph Company of this
city for telephone service during the fiscal year ending
June 30th, 1926.

Respectfully,

Frank E. Shepard,
Superintendent.

September 8th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing oath of office, bearing date of
September 1st, 1925, of Bruce E. LaFollette, Junior Assayer
at this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

September 6th, 1936.

The Comptroller of the Currency,
Treasury Department, Washington, D.C.

Sir:-

Receipt is hereby acknowledged, by registered mail, of a list of 24 "Test Words" for use between this institution and your office in telegraphic order for the delivery of Federal reserve notes, the list starting with No. 193 - "Axis" and ending with No. 216 - "Yard".

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

September 9th, 1925.

The Director of the Mint,
Washington, D.C.

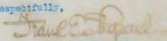
Sir:-

Referring to your letter of the 4th instant, I am enclosing Bureau letter of June 30th, 1924, relative to the platinum wire from the New York Assay Office - Voucher #194.

I am returning herewith Vouchers Nos. 204, 235, 261 - The Mountain States Telephone & Telegraph Company, with insertion on each the detail of equipment and service rendered and charge therefor.

Please also find Vouchers Nos. 241, 251 and 263 which I trust now bear the proper information for audit.

Respectfully,



Frank E. Shepard,
Superintendent.

September 9th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that five (5) pairs of
Nickel dies be furnished for the use of this insti-
tution.

Respectfully,

Frank E. Shepley

Frank E. Shepley,
Superintendent.

NIGHT

Denver, Colorado,

September 9, 1925.

Director of the Mint,
Washington, D.C.

Request authority to expend one hundred eighty six dollars for three earthenware
flat cells and one hundred eleven dollars for six flat cell bags, from General
Ceramics Company, lowest bidder.

Frank E. Shepley

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

Septem- 10th 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing the official bond of John W. McCuskey executed in the penal sum of \$5,000 and bearing date of September 1st, 1925. Premium receipt attached.

Respectfully,

Frank F. Shepard,
Superintendent.

Denver, Colorado, September 12, 1925.

The Director of the Mint,
Washington, D.C.

Please wire if changes recommended my letters August twenty sixth and twenty ninth have been approved.

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

September 12th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request authority to expend \$117.00 to put in thorough repair the wagon scales at the east end of the driveway at the rear of this building, the work to be performed by the McDonnell-Hunt Scale & Supply Company whose proposal is herewith enclosed. Proposal of the Fairbanks, Morse & Company, in amount \$192.00, is also enclosed.

While minor repairs have been made to these scales from time to time, this is the first thorough overhauling and adjusting they will have had since they were installed at the completion of this building in 1904 and I feel that the work is very necessary.

Kindly return the enclosed papers with your reply, and oblige

Respectfully,

Frank I. Shepard,
Superintendent.

September 12, 1925.

Director of the Mint,
Washington, D. C.

Sir:

Authority is requested for shipment, treatment and settlement, to American Smelting & Refining Co., Arkansas Valley Plant, Leadville, Colo., of

Lots 6, 7, 8 and 9	Refinery Sweeps, US Mint, Denver, Colo.
Lot 1	Ingot " " " " "
Lot 1	Coiner's " " " " "

from Settlement of June 30th, 1925, as follows:

Total gross Wt. of Sweeps		41,799 lbs.
Total net Wt. of Sweeps		40,086 "
Total Gold value by US Mint Assayer		\$12,089.16
Total Silver " " " "		780.48
Total Gold and Silver value by US Mint Assayer		\$12,869.64
	AS&R Co. Leadville.	US&R&M Co. Salt Lake City.
Approx. net proceeds after sampling and treatment	\$11,785.44	\$11,649.45
Haulage, Mint to RR Station	25.08	25.08
Freight, Denver to Leadville - estimated	216.32	
Freight, Denver to Midvale, Utah (Salt Lake City)		653.40
Net proceeds	\$11,544.54	\$10,970.97
Excess of proceeds from AS&R Co., Leadville, over US&R&M Co., Salt Lake City,	573.57	

Subject to variation depending on final sampling and treatment charges.

Schedule of treatment rates submitted by -
American Smelting & Refining Co., Arkansas Valley Plant -
Leadville, Colo.
United States Smelting, Refining & Mining Co., Salt Lake City,
Utah,
are enclosed herewith.

Respectfully,

Frank E. Shepard, Superintendent.

September 14th, 1925.

The Treasurer of the United States,
Washington, D.C.

Sir:-

Referring to your letter of the 9th instant (GJW)
I am returning herewith "two memorandums of U.S. Coins received
for recoinage", Form 474-B, dated July 30th, 1925, with value be-
fore melting inserted as directed.

Respectfully,

Frank E. Shepard,
Superintendent.

September 14th, 1925.

The Director of the Mint,
Washington, D.C.

Dear Mr. Grant:

As per your request of the 10th instant, I am
enclosing an exact copy of our order to J.H. Gautier & Company
for the black lead goods in controversy.

Respectfully,

Frank E. Shepard,
Superintendent.

September 15th, 1925.

The Director of the Mint,
Washington, D.C.

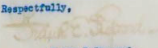
Sir:-

Referring to your letter of the 9th instant, I have this day forwarded two Gautier crucibles to the Mint at San Francisco by freight on Government Bill of Lading, charges to be paid from the Contingent Fund of this mint.

Mr. White has been directed to make blue prints of all the graphite goods used by this institution and these will be forwarded to the Gautier Company as soon as completed.

As near as we can estimate, our present stock of Bartley crucibles will last until about March 1st, next.

Respectfully,


Frank E. Shepard,
Superintendent.

N I G H T

Denver, Colo., September 16, 1925.

The Director of the Mint,
Washington, D.C.

Will start ingot room twelve hour basis tomorrow, rolling room Saturday and coining room Tuesday. Daily coinage will be twenty nine hundred dollars each nickels and cents.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

N I G H T.

Denver, September 16, 1925.

The Director of the Mint,
Washington, D.C.

Please forward ten pairs one cent dies and five pairs nickel dies.

Frank E. Shepard
Superintendent.

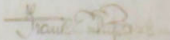
Official business, Government rate,
Charge U.S. Mint at Denver.

N I G H T

Denver, Colorado, September 16, 1926.

The Director of the Mint,
Washington, D.C.

Request authority to accept West telegraphic bid for eighty tons cathode copper for minor coinage. Balance on hand in Minor Coinage Metal Fund fifty thousand, six hundred fifty four dollars.



Superintendent.

Official business, Government rate,
Charge U.S.Mint at Denver.

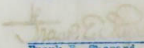
September 16, 1925.

Director of the Mint,
Washington, D. C.

Sir:

At my suggestion and for the purpose of defining authority and responsibilities in the Assay Department, U. S. Mint, Denver, Mr. A. E. Moynahan has submitted letter dated September 9, 1925, original of which is forwarded herewith for your approval.

Respectfully,


Frank E. Shepard, Superintendent.

September 16, 1925.

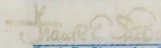
Director of the Mint,
Washington, D. C.

Sir:

Herewith is submitted for your information report of Mr. Joseph W. Milson, Supt. MAR Dept., U. S. Mint, Denver, concerning test of two (2) Dixon Graphite Crucibles, corresponding to our No. 80 size.

We have not reported the results of these tests to the Joseph Dixon Crucible Company, Jersey City, N. J., and as these crucibles were sent to us, without charge, for test, I would suggest that copy of test be forwarded them, if such has your approval.

Respectfully,


Frank E. Shepard, Superintendent.

September 17th, 1925.

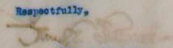
The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oaths of office bearing date of September 16th, 1925, of the following employees at this institution:

Basil G. Bradley, Guard.
Edwin C. Ford, Assist. Chief Clerk.
Oscar Minrichs, Chief Clerk.
Mervin P. Leach, Assistant Cashier.

Respectfully,


Frank E. Shepard,
Superintendent.

September 18th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing a communication from Mr. J.W.Wilson,
Melter & Refiner, relative to the compensation of Sheridan E.
Wilcox, helper at \$5.35 per day.

If you can consistently change Mr. Wilcox's title to
Melter and his compensation from \$5.35 to \$5.80 per day, I feel
it would only be just to Mr. Wilcox and I beg to concur in Mr.
Wilson's recommendation.

Respectfully,

September 18th, 1925.

Frank E. Shepard,
Superintendent.

The Director of the Mint,
Washington, D.C.

Sir:-

In order to enable me to meet the additional amount of
our pay roll on September 30th, 1925, necessitated by running overtime
as directed in your telegram of the 14th instant, I have to request
that a requisition for \$1,000 be drawn upon the Secretary of the
Treasury against the appropriation for salaries and wages of this
institution for the current fiscal year with which I am to be held
accountable under my bond dated January 14th, 1924.

I have also to request that I be advised by wire of this
credit.

Respectfully,

Frank E. Shepard,
Superintendent.

September 19th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing proposals for repairs to the oil pressure tank in the boiler room of this building which was damaged through the neglect of V.S. Murphy, formerly employed here, and for which he was discharged.

The bid of the Stearns-Roger Mfg Company, in amount \$96.50, appears very reasonable in amount and I have to request authority to accept same as we have not the mechanical facilities at this building for performing this work.

Kindly return the enclosed papers with your reply, and oblige,

Respectfully,

Frank E. Shepard,
Superintendent.

September 22nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that Tom Gjonoviah, temporary helper at this institution with compensation at the rate of \$1200 per annum, was dropped, without prejudice, from the rolls of this institution at the close of business September 20th, 1925.

Respectfully,

Frank E. Shepard,
Superintendent.

September 22, 1925.

Director of the Mint,
Washington, D. C.

Sir:

Receipt is acknowledged of your letter of September 18, 1925, relating to shipment of 630 sacks of Mint sweeps from Denver to American Smelting & Refining Company (Arkansas Valley Plant) Leadville, Colo., Government; bill of lading #T-334095.

The gross weight of 53,423 lbs. indicated on B/L agrees with total weights reported by Assayer U. S. Mint, Denver, Colo., for sweeps included in settlement of June 30, 1925.

The discrepancy of 1123 lbs. between the original Assayer's weights of 53,423 lbs. and the weight of 52,300 lbs. reported by American Smelting & Refining Company (Arkansas Valley Plant) under date of June 6, 1925, may be partly accounted for by evaporation of moisture in the sweeps during the period of storage of several months previous to shipment.

Furthermore, the difference in altitude between Denver at 5280 feet above sea level and Leadville at 10,500 feet above sea level would account for additional evaporation during transit.

The bill of lading referred to is returned herewith.

Respectfully,

Frank E. Shepard, Superintendent.

September 23rd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to your letter of the 12th instant, I am enclosing formal contract, in triplicate, with the Mountain States Telephone & Telegraph Company for supplying telephone service at this institution during the fiscal year 1926, same being physically attached to company's form, as directed.

If this contract is approved, please return one copy for the files of this office.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

September 23rd, 1925.

The Comptroller General of the United States,
General Accounting Office,
Washington, D.C.

Sir:-

Referring to your Certificate of Settlement of Accounts No. C-30640-T, disallowing \$43.00 in my accounts (symbol No. 15105) January 1st to March 31st, 1925, I have to say that, as previously explained, the hauling embraced in vouchers Nos. 136 and 142, is occasional only and of such a nature as to preclude the feasibility of procuring competitive bids therefor.

In regard to Voucher No. 135, to which you call attention, covering hauling at this institution for which competitive bids were obtained and which apparently was performed at a lower cost, I have to say that this service involved considerably less labor as the sacks were loaded on the wagon by an electric hoist from our sweeps cellar, thus necessitating only one handling by the transfer company and ample time existed in which to secure proposals for the work.

The mint is quite a distance from the freight depots and the minimum charge made by the Weicker Transfer Company to the mint is much less than would be paid by private individuals.

Trusting this explanation is satisfactory, I am

Respectfully,

Frank E. Dillard, Sup't.

September 24th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

As requested in your letter of the 1st instant (P), I am enclosing voucher, in amount \$4,631.00, for reimbursement to our salaries and wages appropriation from the "Special Fund-Charges on Silver Dollar Bullion Sold" to cover extra expenses incident to the refining of Pittman silver bullion during the first quarter of the current fiscal year, the payroll for the last half of September being approximated as nearly as possible.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

September 24th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that official bonds be prepared for the following employees of this institution:

Edward P. Leech, Assistant Cashier, in amount \$10,000 in lieu of present bond of \$20,000.

Oscar Hinrichs, Chief Clerk, in amount \$20,000 in lieu of present bond of \$5,000.

Edwin C. Ford, Assistant Chief Clerk, in amount \$5,000 in lieu of present bond of \$10,000.

Basil C. Bradley, Guard, in amount \$2,000.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

September 26th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

To enable me to meet the expenditures of this institution for the month ending October 31st, 1925, I have to request that a requisition be drawn upon the Secretary of the Treasury against the appropriations for the support of this institution during the fiscal year 1926 in the following amounts with which I am to be held accountable under my bond dated January 14th, 1924:

Salaries and Wages,	\$16,500.00
Contingent Expenses,	<u>2,000.00</u>
Total,	\$18,500.00

Respectfully,



Frank E. Shepard,
Superintendent.

September 26, 1925.

Director of the Mint,
Washington, D.C.

Sir:

Receipt is acknowledged of your letter of September 21st in relation to Gautier crucibles and I am enclosing herewith letter from Mr. Hinrich, chief clerk, with reference to the request for bids.

I talked over the matter of tests on the Dixon crucibles with Mr. Milson, who assures me that the most careful attention was given to these tests and our regular operations were reproduced as closely as possible. One crucible was tested in Refinery Melting Room and the other crucible was tested in the Ingot Melting Room.

We are using in our melting operations a Fuel Oil of a grade known as "Gas Oil" having the following characteristics:

Specific Gravity	0.84
Baume Scale	36 to 38
Flash Point	162 to 168 degrees
British Thermal Units	
per gallon	138,000
Price per gallon	7 $\frac{1}{2}$

This oil gives a very steady heat, does not clog the pipes with sediment, not produce carbon deposits in the linings of the furnace and so I feel the crucibles were tested under normal conditions as to fuel and heating operations.

Respectfully,


Frank E. Shepard, Superintendent.

September 25th, 1925.

Hon. Frank E. Shepard,
Superintendent, U.S. Mint at Denver.

Dear Mr. Shepard:

Referring to Mr. Grant's request for copies of the invitations for proposals sent to J.H. Gautier and other dealers for the graphite goods furnished this institution a few months ago, I find that all such papers were attached to Voucher No. 236 - fiscal year 1925 - in favor of the Joseph Dixon Crucible Company who furnished 100 No. 30 crucibles on these proposals. This voucher is now in the Mint Bureau or General Accounting Office.

Respectfully,

Dean H. H. H. H.
Chief Clerk.

September 26th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that 10 pairs of One Cent
dies be manufactured for the use of this institution.

Respectfully,

FRANK W. SHEPARD, Supl.

By

Dean Hinrichs
Acting Supl.

Denver, Colorado.

September 29, 1925.

Hon. R.J. Grant,
Director of the Mint,
Washington, D.C.

Have had another interview with Harris and Hinrichs and I feel in doubt as to
his physical condition ^{in Washington.} Would suggest he furnish you medical certificate from
disinterested physician before you act further.

Official business, Government rate,
Charge U.S. Mint at Denver.

Wm. E. D.
Superintendent.

Denver, Colo., September 30th, 1925.

The Director of the Mint,
Washington, D.C.

Coinage for month: Dimes one hundred twenty five thousand nine hundred dollars;
Nickels twenty eight thousand dollars; Cents fifty thousand dollars. Total
Two hundred three thousand nine hundred dollars.

Frank E. Thompson
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

N I G H T

Denver, Colo., September 30th, 1925.

The Director of the Mint,
Washington, D.C.

Need two thousand dollar credit by wire. Contingent Expenses, Public Monies,
for coin shipments.

Frank E. Thompson
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

September 30th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to my letter of August 18th, last, forwarding
Forms Nos. 400 and 2524, relative to the extension of Mr. W.M. Bush,
foreman of our ingot melting room, for two years from October 7th,
next, may I inquire if same has been approved as the usual notifi-
cation of approval has not yet been received here.

Respectfully,



Frank E. Shepard,
Superintendent.

W I G H T.

Denver, Colo., October 5th, 1925.

The Director of the Mint,
Washington, D.C.

Request authority to accept bid Wensley Metal Products Company three hundred
sixty dollars two tons zinc for minor coinage. Only local bid obtainable.
Balance in fund fifty seven thousand nine hundred eighty five dollars.

John E. Jones
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

October 6, 1935.

Director of Mint,

Washington, D.C.

Sir: I have to request that the following blank forms and books be furnished for the use of this institution.

Form No.	On hand	Desired	Title	Sample No.
53	18	30	Schedule of Pay Rolls -	1 - 10/26
125	20	20	Record of Coin Del. and Recv.	2
193-green	10	100	Acquisition and Disp. of	3 - 10/26
193-white	12	100	do	4 - 10/26
211	10	20	Report on Sweeps	5 - 10/26
246	10	12	Coinage, Mint at	6 - 10/26
474B	30	30	Memo. of U.S. Coins	7
598	6	12	Schedule of Spec. Assay	8 - 10/26
590	50	150	Coining Dept. Daily Report	9 - 10/26
800-sheet	1 3	15	MSP Dept. Oper. and Ret. State.	10
800 "	2 4	15	do	11
832	400	1000	Melts and Parting	12 - 10/26
838	10	50	Pay Roll	13
838	25	500	Public Voucher	14
888b	30	200	Purchase Order	15 - 10/26
1007	0	2000	Time Card	16 - 10/26
1013	10	50	Pay Roll for Personal Serv.	17 1/4
1013b	10	50	do	18 1/4
1013c	10	50	do	19 1/4
1019	11	20	Account Current	20
1021	13	20	do	21
5693	100	300	Daily Stat. of Assets & Liab.	22 - 11/4
184	1	8	<u>Blank Books</u>	
			Record of Ingot Melting	A

Respectfully,
FRANK T. SHEPARD, Sept.

By *B. C. [Signature]*
Superintendent.

October 7th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following changes were made in the personnel of this institution during the month of September, 1925:

Appointments.

Basil C. Bradley formerly temporary guard at \$1200 per annum, appointed guard, probationally, at \$1200 per annum.
Oath dated Sept. 16, 1925.

Bruce B. LaPollette, formerly temporary junior assayer at \$6.50 per day, appointed junior assayer, probationally, at \$6.50 per day.
Oath dated Sept. 1, 1925.

Demotion.

Edward P. Leach, formerly Chief Clerk at \$3000 per annum, demoted to Assistant Cashier at \$2150 per annum.
Oath dated Sept. 16, 1925.

Increases.

Ernest F. Moessner, scale repairer at \$6.00 per day, increased to \$7.00 per day,
Effective Sept. 1st, 1925.

Promotions.

George Hinchins, formerly Asst. Chief Clerk at \$2500 per annum, promoted to Chief Clerk at \$3000 per annum.
Oath Sept. 16th, 1925.

Edwin C. Ford, formerly Assistant Cashier at \$1500 per annum, promoted to Assistant Chief Clerk at \$2500 per annum.
Oath Sept. 16th, 1925.

Dropped from Rolls.

Tom Ojenovich temporary helper at \$1200 per annum, dropped from rolls, without prejudice, close of business September 20th, 1925.

Respectfully,

FRANK E. SHEPARD, Supt.

By

Acting Supt.

M I G M T.

Denver, Colo., October 7th, 1925.

The Director of the Mint,
Washington, D.C.

Have obtained three bids for refinery sweeps, principal values in platinum, gold and silver, net weight two thousand five hundred ninety four pounds. Balbach Metals corporation's bid for immediate acceptance three hundred sixteen dollars more than nearest competitor. May I accept Balbach's bid?

Frank E. Shepard,

Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

October 8th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose oath of office, bearing date of October 1st, 1925, of Sherman B. Wilcox, melter at this institution.

Respectfully,

FRANK E. SHEPARD, SUPR.

By

Dean L. L. L.
Acting

World War II

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Pireman Burris, B. J.				27									100
Foremen Brady, Daniel				1	2		5						95
Bush, W. M.			30	28	5	30			4				100
Hempel, K. R.		1		28	7	15							100
Frewing, F. W.				30			2						100
Tucker, F. W. Helpers				25	5								100
Ducher, O. J.		19		26	5	30	3						90
Dexter, A. J.				30									100
Guthner, A. L.				28	3	15							95
Clark, R. M.				28		30							95
Flannery, Frank													95
Goff, J. W.							1						95
Hall, J. E.				28	4		1	14					95
Kennon, P. J.				28	4								90
Ligon, Asa				29			3						95
McCarthy, J. W.				25			1						95
Russell, R. G.				28	6	30							95
Smith, H. G.				28			17						90
Smith, E. S.		1		29	5	30	8						95
St. Peters, W. J.				29	3		2						95
Campbell, W. G. Jr. Assayers				25	6		1	1					95
Connors H. H.		2		29	7	15	3						95
La Follette, B. B. Out		6	4	28	5	30	16	12	12				(95)
Ryan, Patrick Laborer		16	4	23			3						85
Williams, Lon Machinist				29	2		1						90 85
Smith, P. F. Melters				28	5	30							95
Donahue, J. J.				25									100
Hume, P. M.				25	4	30							95
Lindhard, J. A.				28	4								95
Whitaker, B. B. Scale Repairer				29	1	30							100
Mossauer, E. F. Sk. Workmen		19	1	30	28	4	30						100
Tinker, J. Y.		1		29	6	30	1						100
Hapenny, J. H.		3		28	5								100
Beege, W. H.		2		29	3								100
Bell, K. G.				25		15							95
Cain, J.				30			8						100

MONTHLY (YEARLY) REPORT OF ABSENCE—CONTINUED.

SHEET NO.

NAME.

ANNUAL.						SICK.		WITHOUT PAY.				MILITARY.		REMARKS.	
CURRENT MONTH.			TOTAL FROM JAN. 1.			CURRENT MONTH.		TOTAL FROM JAN. 1.		CURRENT MONTH.		TOTAL FROM JAN. 1.			
DATE.	MO.	NO.	DATE.	MO.	NO.	DATE.	DATE.	DATE.	MO.	DATE.	DATE.	MO.	DATE.	MO.	DATE.
			28	3				5							90
			29	30				1							95
5			23	7	10	11									100
			28	4		1	1								90
			29	6			1								95
			4												95
			7		2	2									95
			27	2	45		4								100
			30			30	11	30							100
30	29	7	15												90
	29		30			4									95
	28	4													95
	29	1				1									95
	28	4													90
	28	4	30			5									95
	29	1				2									95
	8					30		61							95
	28	7	30												100
	28	5													100
	28	5													100
	30					30	20	20							90

Frank E. Shepard, Superintendent.

Frank E. Shepard

October 8th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bond of Harry Krieger
executed in the penal sum of \$2,000 and bearing date of
September 26th, 1925.

Premium receipt attached.

Respectfully,

FRANK E. SHEPARD, Supl.

By

Ben Hinchey
Acting Supl.

October 9th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing three proposals which have been
obtained for miscellaneous hauling at this building to and
from the freight depots with the request that I be authorized
to enter into a contract with the Kennicott-Patterson Ware-
house Corporation for such work during the remainder of this
fiscal year, all bids being the same in amount.

Respectfully,

Frank E. Shepard,
Superintendent.

October 2th, 1926.

The Director of the Mint,
Washington, D.C.

Sirs:-

Referring to your letter of September 15th, last, containing instructions relative to the accounts, I wish to call attention to the paragraph in which you state:

"Disbursement vouchers must be numbered consecutively, as passed for payment, and not by appropriation, and the serial numbering must continue throughout the year. The vouchers under each appropriation must be separately scheduled and totaled, the totals being carried to the face of the account current."

As you of course know, in addition to the Bullion Account the Mint has three other accounts each one of which has a separate account current, namely:

1. Regular Account (Ordinary) Symbol No. 15105.
2. Minor Coinage Metal Fund, Symbol No. 15107.
3. Special Deposit Account, Symbol No. 15522.

I have to ask whether the last two accounts, Symbols Nos. 15107 and 15522 come within the meaning of the paragraph quoted above, in which case, of course, all disbursement vouchers pertaining to the three accounts would have one series of consecutive numbers, or whether each symbol number should have its own series of numbers.

Respectfully,

Frank E. Shepard,
Superintendent.

October 12th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Answering your circular letter of the 2nd instant relative to printing account current forms in non-copyable ink, I have to say that carbon copies will suffice for the files of this office.

If not otherwise instructed by you, we will continue to press copy the bullion account current until the supply of these forms on hand in copyable ink has been exhausted.

Respectfully,

Frank E. Shepara
Frank E. Shepara,
Superintendent.

EIGHT..

Denver, Colorado, October 12, 1925.

Treasurer, United States,
Washington, D.C.

Faust ninth strait number four two three received loyal today. Woolen early tomorrow. Bent.

Frank E. Shepara
Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

October 13th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

Referring to your letter of the 25th ultimo advising that bill of the Denver & Rio Grande Western R.R.Co. covering freight charges on 630 sacks of mint sweeps, Denver to Leadville, June 3rd, 1925, had been forwarded to the General Accounting Office for settlement, will you kindly let me know the amount of this bill and oblige

Respectfully,

Frank E. Shepard,
Superintendent.

Denver, Colo., October 13, 1925.

The Director of the Mint,
Washington, D.C.

Will deliver twenty five thousand dollars dimes sixteenth instant.

Frank E. Shepard
Superintendent.

Official business, Government rate.
Charge U.S.Mt at Denver.

October 14th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am returning herewith the blank form of bonds forwarded for execution by James C. Hayes and Louis T. Monahan in the total sum of \$3,000 each, with the request that the amount be fixed at \$5,000 each as formerly.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 16th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have obtained three proposals for general hauling to and from this mint during the current fiscal year and have to request authority to accept that of the Kennicott-Patterson Warehouse Corporation, in the following amounts, all bids being alike in amount:

Miscellaneous articles to 500 lbs.	Minimum	.50 cents.
Do over 500 lbs.	Owt.	.10 "
Sweeps in bags, carload lots,	"	.06 "
Cathode copper, carload lots,	"	.06 "

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 16th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that you will kindly arrange a credit with the Treasurer of the U.S. for \$2,000 - Contingent Expenses, Public Monies, - to defray the cost of postage on coin shipments from this institution, and that I be advised of same by wire as early as convenient.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 16th, 1925.

The Treasurer of the United States,
Washington, D.C.

Sir:-

I have to acknowledge the receipt of your letter of the 12th instant relative to making coin shipments from this mint and your instructions that the weight of the coins placed in each pouch be so arranged that the units in the entire shipment will be reduced to the least possible number will be complied with.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

N I G H T.

Denver, Colo., October 16, 1925.

The Director of the Mint,
Washington, D.C.

Request authority to break seal compartment ten main storage vault to comply
with Treasurer's shipping orders. Contents simian mandril castle bluebon
circulated eagles and half eagles.

Frank E. Shepard
Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

Denver, Colo., October 17, 1925.

Director of Mint,
Washington, D.C.

In order to make shipment had to break seal compartment ten before your message
was received. As four more shipments will be made from this compartment recommend
that it be not resealed.

Frank E. Shepard
Superintendent.

Official business, Government rate.
Charge --- Mint at Denver.

W I G H T.

Denver, Colo., October 17, 1925.

The Director of the Mint.

Washington, D.C.

Send ten pairs nickel dies as soon as convenient.


 Superintendent.

Official business, Government rate,
 Charge U.S. Mint at Denver.

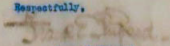
October 17th, 1925.

The Director of the Mint,
 Washington, D.C.

Sir:-

Please have 15 reverse and 10 obverse One Cent
 coinage dies forwarded to this institution as early as con-
 venient.

Respectfully,

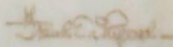

 Frank R. Shepard,
 Superintendent.

United States Mint at Denver,

October 19th, 1908.

of U.S.Mint at Denver,

Rands, rubber, No. 17	2 lbs
Do No. 42	2 "
Do No. 33	2 "
Books, copying, letter size, 3x12	6
Paper, carbon, letter size, 8x10 $\frac{1}{2}$, 250	0
Do 10x12 $\frac{1}{2}$	5 0
Pencils, black, No. 2, with rubber	3 gr
Pencils, black, No. 3 do	3 gr
Spacers, rubber, typewriter, circular	1 doz
Envelopes, manila, 2x3	10 M
Notabkiss staple machine	1



Superintendent.

October 21st, 1925.

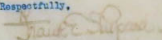
The Director of the Mint,
Washington, D.C.

Sir:-

I have received a number of requests from coin collectors, libraries, etc., for specimens of the Quarter Eagles coined at this mint during the present year and I have to ask if you will not kindly take up this matter with the Treasurer of the United States and obtain authority for us to comply with these requests, if such action is deemed proper by you in the premises.

A number of the employees here would also like to obtain a few of these coins if authority is obtained to distribute a few to each individual.

Respectfully,



Frank E. Shepard,
Superintendent.

U S M

Denver, Colorado, October 22nd, 1925.

The Director of the Mint,
Washington, D.C.

Need credit requested by letter sixteenth instant to fill Treasurer's order
for shipment tomorrow.

Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

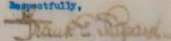
October 22nd, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am returning the bond forwarded for execution by
Fred W. Hume in the penal sum of \$6,000 with the request that
this bond be fixed at the sum of \$5,000 as Mr. Hume has been
transferred from the refinery.

Respectfully,



Frank E. Shepard,
Superintendent.

October 28th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

To enable me to meet the expenditures of this institution for the month ending November 30th, 1925, I have to request that you will cause a requisition to be drawn upon the Secretary of the Treasury against the appropriations for the support of this institution during the fiscal year 1926 in the following amounts with which I am to be held accountable under my bond dated January 14th, 1924:

Salaries and Wages,	\$15,200.00
Contingent Expenses,	<u>3,000.00</u>
Total,	\$18,200.00

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

October 30th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing three proposals which I have obtained for 300 carpet mitts for use in the melting rooms of this institution and have to request authority to accept that of the Schaefer Tent & Awning Company, in amount 76 cents each, this bid being the lower of the three received.

Kindly return the enclosed papers with your reply.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, Colorado,

October 31st, 1925.

The Director of the Mint,
Washington, D.C.

Coinage for month - Dimes two hundred seventy five thousand eight hundred dollars; Nickels one hundred thirty thousand dollars; Cents forty five thousand dollars. Total four hundred fifty thousand eight hundred dollars.

Frank E. Shepard
Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

Oct. 31, 1925

Director of the Mint,
Washington,
D. C.

Sir:-

I have to enclose official bonds for the following
named employees of this institution; receipts attached:

✓ Bradley, Basil G., in amount	\$ 2,000,	dated October 15,	1925.
✓ Burris, Bernard J.	" 2,000,	" " 21,	1925.
✓ Clark, Robert M.	" 3,000,	" " 15,	1925.
✓ Ford, Edwin G.	" 5,000,	" " 21,	1925.
✓ Hinrichs, Oscar.	" 20,000,	" " 19,	1925.
✓ Leach, Edward P.	" 10,000,	" " 14,	1925.
✓ Wilson, Joseph W.	" 20,000,	" " 16,	1925.

✓ I am also enclosing premium receipts on the bonds of
Geo. Borstadt, Jr.; Robt. M. Clark; Joseph Layman; Floyd F.
Smith; and William H. Timbly.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

Rush.

Denver, Colo., (November 2, 1925.

The Director of the Mint,
Washington, D.C.

George E. Whitney clerk and bank messenger left mint Saturday morning last at ten fifty six to deposit Treasurers check at Federal Reserve Bank was which done and register one hundred thirty nine dollars thirty eight cents at post office and deposit salaries of myself and Hinrichs at local banks. Last three items not done. Phone call to mint operator about one thirty in afternoon presumably from Whitney stated he was feeling badly and would see doctor before returning to mint and he would be late. At three oclock Hinrichs becoming uneasy phoned his home and doctor without finding trace. Police and hospitals also phoned. Goldard out of town until seven that evening, case then put in his hands. He put in search requests on all trains going east and west. Goldard learned this morning Whitney

Page 2

made inquiry at Burlington ticket office Saturday for Pullman on three oclock train for Chicago. Did not buy. Thorough check of cashier's office this morning reveals no shortage. Bonding company notified.

Frank E. Johnson
Superintendent.

Official business, Government rate.
Charge U.S. Mint at Denver.

November 2, 1925.

Director of the Mint,
Washington, D. C.

Sir:

I have to report that George E. Whitney, Clerk and Bank Messenger, employed in the Cashier's office of this Mint, was on last Saturday, October thirty first, officially instructed by Benjamin M. Phillips, Cashier, to deposit the following items:-

Check for Five Thousand Dollars (\$5,000) No. 2545, dated Oct. 31, 1925, on Treasurer of the United States, in favor of "Denver Branch, Federal Reserve Bank, for C. D., Minor Coinage Profits - also

Registry Package, (sack) to McIntyre and Ringer, Elizabethtown, N. H., in settlement of Deposit No. 791, of Oct. 28, 1925, payable Oct. 31, 1925 -

Contents of Registered Package,

Gold Certificates, 10's	\$100.00
Federal Reserve Notes 5's	35.00
Silver Dollars	4.00
Nickel and cents	.09
	<u>\$139.09</u>
Register fee and postage	.29
TOTAL	<u>\$139.38</u>

Whitney also had entrusted to him -

\$200 in currency for deposit to credit of Frank E. Shepard in Denver National Bank.

\$110 in currency for deposit to credit of Oscar Minrichs in Colorado National Bank.

Whitney left the Mint building at 10:56 AM, Saturday, October 31st, according to Doorkeeper's record.

About 1:30 PM, Miss McKnaw, Telephone Operator, reported to Mr. Minrichs, Chief Clerk, that she received a telephone message

from Mr. Whitney requesting her to tell Mr. Hinrichs that Whitney would be a little late as Whitney was not feeling very good and was going over to the doctor's office and did not know how long he would have to wait.

About three o'clock, same afternoon, Mr. Hinrichs becoming concerned on account of Whitney not having returned, notified me and inquiries were made and we found that,-

Mr. Burt, Federal Reserve Bank, Denver Branch, reported that Whitney deposited the \$5000 check with them about 11:20 AM.

On further inquiry at Postoffice, Registry Dept., we found that the Registry Package for McIntyre & Ringer, settlement deposit #741, containing \$139.09 cash and 29 cents postage, had not been received by Denver Postoffice Registry Dept.

On further inquiry it was reported that no deposit had been made of \$100 for credit of Oscar Hinrichs at Colorado National Bank; nor deposit of \$200 for credit of Frank E. Shepard at Denver National Bank.

I then called Rowland K. Goddard of U. S. Secret Service, Denver Office, and found he was in Colorado Springs and would not return to Denver until 7 PM, Saturday evening, October 31.

On Goddard's arrival, he with Hinrichs and myself went to Whitney's home, 48 So. Logan St., and after conference with family found that Whitney had left his home about October 14 and we found that he had been rooming down town since about October 14 - but we have not been able to find his room.

I placed the matter in Goddard's charge on his arrival about 7 PM, October 31, and that evening Goddard, Hinrichs and I were investigating the case until 11:30 PM, October 31.

Sunday forenoon investigations were continued again by Goddard, Hinrichs and myself. In the meantime Goddard used all possible means at his command to locate Whitney.

This morning as soon as time looks would permit, Phillips, Hinrichs and I checked over Cashier's vault and cash and find all items intact and undisturbed with amounts correct.

Whitney has not reported today and before noon Goddard reported that the Burlington uptown ticket office had identified Whitney from photograph we had obtained as one inquiring about reservations on 3 PM train to Chicago, Saturday. The Pullman cards had been sent by them to Depot office and so Whitney did not secure R. R. or Pullman tickets at uptown Burlington office.

Goddard is - - - - - on the matter and gave the information to the evening papers Monday, November 2d.

I cannot tell you how saddened and distressed we are over this situation and assure you we will do everything in our power to recover this loss.

We wired you today as per confirmation enclosed.

Respectfully,



Frank E. Shepard, Superintendent.

and to request that you will kindly give this matter your prompt attention.
 As your agents have been advised, the following
 information is being furnished to you for your information.

November 3rd, 1925.

The Fidelity & Casualty Company of New York,
 c/o The Beck-Wells Agency, Kittredge Building,
 Denver, Colorado.

Sirs:-

As sureties on the official bond of George R. Whitney, clerk at this institution, in the penal sum of \$6,000 and bearing date of June 13th, 1925, I have to advise you that Mr. Whitney in addition to his duties as clerk was assigned as bank messenger of this institution and on Saturday, October 31st, 1925, was sent to the Federal Reserve Bank, of this city, to deliver an official check in the sum of \$6,000. to that bank; have a small sack containing ^(including postage) \$139.36/ in currency and coin registered at the Post Office for transmission to McIntyre & Ringer, Elizabethtown, New Mexico, in payment of a bullion deposit at this institution, and to deposit \$200. of my salary at the Denver National Bank and \$120 at the Colorado National Bank for the account of Oscar Hinrichs, chief Clerk of this mint. Whitney delivered the check for \$6000 to the Federal Reserve Bank as instructed but failed to carry out his errand regarding the other three items as above mentioned and has mysteriously disappeared up to the present time.

It becomes my duty, therefore, to demand of you to make

payment of the items lost or stolen by Whitney amounting to \$449.36 and to request that you will kindly give this matter your prompt attention.

As your agents here have already been advised, the U.S. Secret Service Operative in Charge at Denver has taken charge of the case so far as apprehending Whitney is concerned in behalf of the Government, and if all or any part of the foregoing losses are recovered you will be duly informed.

Respectfully,

Frank E. Shepard,
Superintendent.

November 3rd, 1925.

The Director of the Mint,
Washington, D.C.

Dear Mr. Grant:-

I am enclosing copy of a letter I have this day forwarded to the Fidelity & Casualty Company of New York relative to payment of the losses caused by the recent absconding of George R. Whitney, clerk at this institution.

You will be interested to know that Mr. Hinrichs today received a letter from Whitney, a copy of which is enclosed.

Respectfully,

Frank E. Shepard,
Superintendent.

and to request that you will kindly give this matter your prompt attention.

As your agents here have already been advised, the U.S. Secret

Service is hereby taken charge of the case so far

Denver, Colorado,

November 4, 1928.

Postmaster,

Elizabethtown, New Mexico.

Please wire if small sack with mint tag marked registered mail addressed to
McIntyre & Ringer you city has been received in registered or regular mail.

Superintendent Mint.

Official business, Government rate,
Charge U.S. Mint Denver.

Nov. 4, 1925

Director of the Mint,
Washington,
D. C.

Sir:-

In reply to your letter of Oct. 29, 1925, I have to submit herewith a statement of the Unliquidated Encumbrances against the Contingent Expense appropriation for the fiscal year 1925, as of September 30, 1925, and the liquidations during the month of October, 1925.

Order No.	Month Encumbered.	Items	Amount.
271	April, 1925	Credibles etc.	\$4,027.00
304	June, "	Freight on Sweeps	165.00
309	" "	Fuel Oil	750.00
334	" "	Loss on Sweeps	100.00
335	" "	" " "	1,500.00
336	" "	" " "	250.00
336	" "	" " "	150.00
337	" "	" " "	30.00
338	" "	Freight on Sweeps	200.00
339	" "	" " "	25.00
340	" "	" " "	30.00
341	" "	Drawings " "	30.00
Total unliquidated encumbrances Sept. 30, 1925			\$7,247.00

Liquidated during October, 1925.

Order No.	Month Encumbered	Items	Items
304	June, 1925	Freight	\$165.00
309	" "	Fuel Oil	750.00
Unliquidated encumbrances October 31, 1925			\$6,512.00

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

November 4th, 1925.

The Fidelity & Casualty Company of New York,
Care, Beck-Wells Agency, Kittredge Building,
Denver, Colorado.

Sirs:-

Referring to my letter of the 3rd instant relative to certain losses sustained through the disappearance of George R. Whitney, clerk at this Institution, on October 31st, 1925, I have now to advise you that Mrs. George R. Whitney, his wife, has handed me check for \$139.36 (amount of postage and contents of sack addressed to McIntyre & Ringer, Elizabethtown, New Mexico, which Whitney was to have registered); check for \$200, which I handed Whitney to deposit to my personal account at the Denver National Bank, and she has also handed check for \$110.00 to Mr. Oscar Hinrichs, Chief Clerk, which he handed Whitney to deposit for his personal account at the Colorado National Bank. Receipts were handed Mrs. Whitney for the above checks and approval of Assistant U.S. Attorney Ireland obtained for action taken.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, Colo., November 4, 1925.

Moktyre & Ringer
 Chgo. The Gold & Copper Deep Tunnel Mining & Milling Co.,
 Elizabethtown, New Mexico.

Please wire if sack has been received containing one hundred thirty nine dollars
 nine cents payment your deposit October twenty seventh.

Frank E. Shepard
 Superintendent Mint.

Official business, Government rate,
 Charge U.S. Mint at Denver.

November 6th, 1925.

The Director of the Mint,
 Washington, D.C.

Sir:-

I have to request that 10 pairs of One Cent
 coinage dies be forwarded to this institution as early
 as convenient.

Respectfully,

Frank E. Shepard
 Frank E. Shepard,
 Superintendent.

November 6th, 1935.

The Director of the Mint,
Washington, D.C.

Dear Mr. Grant:-

I have to advise that Mrs. George R. Whitney tendered me a check for \$139.36 - the amount of the postage and contents of the sack which Whitney was to have registered - and, upon the advice of Assistant U.S. District Attorney Ireland, I accepted same and will forward payment to McIntyre & Ringer at Elizabethtown, New Mexico (the consignees of the original sack) as soon as I receive a reply to my telegram to the Postmaster at that point that the original sack has not been received for delivery to these parties. The above telegram was sent on the morning of November 3rd.

Mrs. Whitney has also reimbursed me and Mr. Hinrichs for our losses, so, as far as we now know, all monies taken by Whitney have been made good and the bonding company informed of that fact.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

November 11, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to enclose official bond of Clarence O.
Malstrom, executed in the penal sum of \$10,000 and bearing
date of November 7th, 1925.

Premium receipt on this bond will be forwarded
in the near future.

Respectfully,

Frank S. Shepard,
Superintendent.

P.S. Please wire me when this bond is approved.

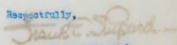
November 9th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I am enclosing premium receipt on the official bond
of Clarence C. Malmstrom forwarded with my letter of the 7th
instant.

Respectfully,



Frank E. Shepard,
Superintendent.

Director of the Mint

Mint of the United States.

Denver, Colorado, November 7

Workmanship

Supt. MAR							
Mileson, J. W.	7	4	30	12	1	30	7
Supt. Coin.							----
Wells, J. C.				27			----
Chief Clerk.							----
Hinrichs, Oscar				25	4		3
Cashier							----
Phillips, B. M.	14	2		30			100
Asst. Assayer							
Bowen, W. P.				29	7		4
Assayer's Asst.							95
Hall, R. E.	2			18	3	45	1
Bookkeeper							100
Donckla, H. J.	1	2		23	1		
Weigh Clerk							100
Brierley, G. F. W.				126	6	30	
Asst. Chf. Clk.							100
Ford, E. C.				17	1	30	2
Clerk Class 5							100
St. John, Farnum	3			213	7	15	9
Asst. Cashier							100
Leech, E. P.				251	2	30	
Coin Clerk							100
Belknap, Fred D.				281	5	30	
Clerks Class 4							100
Muncaster, W. P.	5			23	4	15	
							100
Whitney, G. R. <i>Out</i>	4	30	28	6			7
Clerks Class 3							----
Krueger, C. H.	3	30	28	3	30	1	1
							100
Spencer, C. H.				30		1	19
Private Secy. <i>Out</i>							100
Piatt, Virginia	9			29	3	30	30 16 16
Supt. Machy.							----
White, M. H.				28	4		
Asst. Supt. MAR <i>Out</i>							100
Malmstrom, C. C.	7	30	28	6		2	13
Capt. of Watch							100
Smith, G. H.	17			17	6		1
Lieut. of Watch							100 90
Kiedinger, Peter				26	4		
Doorkeeper							100
Leykam, Joseph	1			26	1		
Tele. Operator							100
McKnew, Agnes D.	3	30	26	45		7	
Watchman							95
Iriscoll, Joseph				19	4		
							95
Bradley, B. G.	13			20			
							95
Eieger, Harry	1			1			
							95
Matson, Allen				23	4		
							95
Wash, J. F.				26			
							95
Harward, C. J.	9			26	6		
Asst. Custodian							100
Byrn, P. H.				27	4	30	1
Pircean							95 90
Bras, B. J.				27			

NAME	PREVIOUS MONTH			THIS YEAR			TOTAL YEAR			TOTAL YEAR			TOTAL YEAR
	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	
Jk. Workmen													95
Hill, C. W.			20	30	1								100
Waters, A. C.			28	7	30	1	12						90
Smith, J. H.			28	4									95
SE. Laborer			29	6									95
Spangler, L. E.					1	2							95
Jan St. Workman													95
Williamson, R. M.					4								95
Unelase Laborer													95
Harris, Singleton	14		14	7									100
Foreman Refinery													100
Borstadt, George, Jr.	4		27	6	45								100
Foreman P. M. Am													100
Stoddard, A. F.			30					30					90
Helpers													90
Bennett, W. O.			29	7	15								95
Darwin, W. H.			29		30								95
Regart, A. O.			28	4									95
Hynes, J. O.			29	1									90
Henson, E. B.			28	4									95
McClary, B. F.			28	4	30								95
Mohanan, J. T.	7		30										95
Wilcox, J. B.								30					95
Meier													100
Teich, W. B.			28	7	30								100
SE. Workman			28	5									100
Arrows, B. C.			27	5									100
Backlund, Harry			30					30					90
Laborer													
Webb, A. M.													

Frank E. Sheppard, Superintendent.

Denver, Colo., November 10th, 1921.

The Director of the Mint,
Washington, D.C.

Can coin one million dollars quarter eagles in thirty working days eight hour basis or twenty days four hours overtime.

Will require eight pairs quarter eagle dies.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

November 9th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the following change
was made in the personnel of this institution during
the month of October, 1925:
S.B. Wilcox, formerly helper at \$6.35 per day, promoted
to melter at \$5.80 per day, effective and oath dated
October 1st, 1925.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

November 12th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have the honor to recommend that Mrs. Frances E. Torrence be appointed Private Secretary to the Superintendent of this institution with compensation at the rate of \$1500 per annum, vice Miss Virginia Platt whose resignation will take effect at the close of business on the 15th instant.

Mrs. Torrence will take her oath of office on or soon after the 16th instant.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

N I G H T

Denver, Colo., November 11th, 1925.

The Director of the Mint,
Washington, D.C.

I have the honor to recommend Mrs. Frances E. Torrence of Denver, Colorado, as Private Secretary to Superintendent, U.S. Mint, at salary of fifteen hundred dollars per year effective next Monday morning November sixteenth. Would appreciate approval by telegram allowing her to assume duties on date specified.

Frank E. Shepard
Superintendent.

Paid

C O N F I R M A T I O N.

November 15th, 1926.

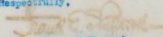
The Director of the Mint,
Washington, D.C.

Sir:-

I have to advise that the service rendered by Samuel Threadgill, who has the annual contract at this institution for removing ashes and debris, has become very unsatisfactory. He no longer performs this work himself but sub-lets the work and his sub-contractors have considerable difficulty in obtaining payment for their services.

I have therefore to recommend that his contract be cancelled and request authority to accept the proposal of Henry Bitter to perform this work at the rate of \$1.95 per load of 3 cubic yards, this being the lowest of three bids which are enclosed herewith for your consideration and approval in the premises.

Respectfully,



Frank E. Shepard,
Superintendent.

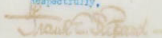
November 13th, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that six (6) One Cent collars
for small presses be manufactured for the use of this in-
stitution.

Respectfully,

A handwritten signature in cursive script, appearing to read "Frank E. Shepard".

Frank E. Shepard,
Superintendent.

November 16, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have to transmit herewith the resignation of B. B. La
Follette which I have accepted - subject to your approval - to
take effect, without prejudice, at the close of business, Nov-
ember 15th, 1925.

Respectfully,

Frank E. Shepard
Superintendent.

CH/VME

November 16, 1925

The Director of the Mint,
Washington, D. C.

Sir:

The following oaths of office bearing even date are
herewith enclosed:

Frances E. Torrence, Private Secretary,
Clarence C. Malmstrom, Assayer.

Respectfully,



Frank E. Shepard,
Superintendent.

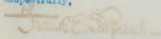
CR/FET

Nov. 16, 1925.

SUMMARY OF DOMESTIC AND FOREIGN UNREFINED BULLION RECEIVED
DURING THE MONTH OF OCTOBER, 1925.

	Gold, Fine Ounces	Silver, Fine Ounces.
Total unrefined domestic bullion.....	20,634.463	50,503.72
" " foreign "	248.562	5,132.29
Total.....	<u>21,083.122</u>	<u>55,635.01</u>

Respectfully,



Frank E. Shepard,
Superintendent.

To

The Director of the Mint,
Washington,
D. C.

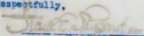
November 18, 1925

Director of the Mint,
Washington, D. C.

Sir:

In view of the fact that George R. Whitney, Clerk in this institution with compensation at the rate of \$2,100 per annum, has been absent from duty, without leave, for two weeks and has not informed me as to his whereabouts and which is unknown to me, I have to recommend that he be dropped from the rolls, effective at the close of business November 14, 1925.

Respectfully,



Frank E. Shepard
Superintendent.

November 18, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have to request that the following blank forms be furnished for the use of this institution:

<u>Form No.</u>	<u>On hand</u>	<u>Desired</u>	<u>Title</u>
1019	0	50	Account Current
1021	6	50	Account Current

Samples of the above forms herewith.

Respectfully,

CH/T

Frank E. Shepard,
Superintendent.

November 19, 1925

To the Director of the Mint,
Washington, D. C.

Sir:

There has been no provision made at this institution for the systematic filing of letters, etc. and when it is necessary to refer to back correspondence it is often difficult to find letters which have been put away. I feel, therefore, it is important and necessary to have some proper means of filing our correspondence and have obtained two proposals in the matter, one from the Library Bureau and one from the W. E. Kistler Stationery Company, the latter, in amount \$45.50, being the more reasonable. These proposals are enclosed herewith.

I have, therefore, to request authority to accept this bid and trust same will meet with your approval.

Respectfully,


Frank E. Shepard,
Superintendent.

P.S. Please return the enclosed papers with your reply.

November 20, 1925

The Comptroller General of the United States,
Treasury Department,
Washington, D. C.

Sir:

Referring to Certificate No. C-32717-T covering account of this institution from April 1 to June 1, 1925, I have to say:

Voucher 196, The General Chemical Company, 99 lbs. Aqua Ammonia. This company is the only manufacturer of this article in this district and it delivers its acids and chemicals to the Mint at wholesale prices. The 99 lbs. of aqua ammonia in question was contained in one carboy, in which form it is not stocked by the retail dealers and previous advertising has conclusively proven that no saving could be obtained for the Government by advertising, the retail dealers simply adding to the wholesale price their commission. In reference to your note calling attention to the vouchers from W. A. Mover & Company and the Mine & Smelter Supply Company for similar articles, I will say, purchases made from these companies of articles of this kind were in small bottles, put up for retail trade by the General Chemical Company, which the Mint could not purchase direct from that company owing to the company's agreement with the retail dealers.

Voucher 205, The Navy Gas & Supply Company, 10 gallons gasoline and 10 gallons kerosene. These articles are always sold at uniform prices by all dealers and are delivered at the Mint in tank wagons and previous advertising has conclusively indicated that further advertising would not alter results but cause unnecessary delay. The Mint always gets the benefit of wholesale prices.

Voucher 211, J. S. Brown Mercantile Company, 5 cases "Onliwon" toilet paper. This company is the wholesale distributor of this paper which is the only folded paper obtainable. All of the toilets in this building have marble wainscoting and were equipped some years ago with cabinets which require folded paper. It is impracticable to hang other paper holders without disfiguring the marble walls. The paper purchased is of medium grade only, and these cabinets, I believe, save a great deal of waste and the cost of the paper no more than would be paid for other paper of the same grade.

The Comptroller General of the U.S.

-2-

Voucher 220, Continental Oil Company, 54.5 gallons Gargoyle valve oil. This oil is sold to the Mint at wholesale prices and has been used for a number of years with entire satisfaction on machinery which is not adapted to all grades of lubricating oil. Experimenting with various oils has, in the past, been detrimental both to the work and machinery. On other parts of our mechanical equipment, where it is safe to try various oils of seemingly the same grade, competitive bids are always obtained.

Voucher 257, The Weicker Transfer & Storage Company. Please refer to my letter of September 23, 1925, covering similar service. I regret the apparent disregard of the requirements that competitive bids must be obtained through advertising but under the circumstances the service was one of such nature as to preclude the feasibility of procuring competitive bids therefor.

I trust the foregoing explanations will enable you to pass these suspended accounts and I wish to add that an earnest effort is made at all times, no matter how trivial the expenditure may be, to procure articles and service at the very lowest cost to the Government, consistent with grade of articles necessary and service performed, and the provisions of Sec. 3709, R.S. are strictly observed except in such cases where it is not feasible to do so.

Respectfully,

Frank E. Shepard
Superintendent

CH/T

November 21, 1925

The Director of the Mint,
Washington D. C.

Dear Mr. Grant:

Replying to your letter of the 17th instant, I am enclosing duplicate copy of the coiner's report on the efficiency of the dies used at this institution, during the calendar year 1924, the original of which, I am informed, was forwarded early in January of the present year and which evidently has been lost in the mails.

Respectfully,

Frank E. Shepard, Superintendent,

By Benjamin C. Cheney
Acting Superintendent

OH/T

November 25, 1925

The Director of the Mint,
Washington, D. C.

Sir:

Referring to your letter of the 14th instant, returning Accounts Current of this institution for the months of July, August and September for amendment and correction, I am returning same herewith corrected and amended and, where necessary, new forms have been prepared and I trust same will now be found in satisfactory form. Your instructions relative to the preparation of these accounts, etc. have been noted and in the future they will be prepared in accordance therewith.

In reference to memorandum of bullion received and assay report on deposit #295, I have to advise that when this bullion was received it only weighed 15 ozs., as per receipt. It was necessary, however, for the depositor to add some silver to this consignment in order that it would contain the proper amount of precious metals to conform to the regulations, the addition of which increased the weight of this deposit to 17.80 ozs., as per assayer's certificate. Through inadvertence, the first receipt was forwarded instead of a receipt for the full amount deposited, 17.80 ozs. These papers are also enclosed.

Regarding deposit #4842, worked in August and rejected in September, I have to explain that the bank forwarding this deposit failed to accompany same with proper information as to its source of production and considerable correspondence followed with unsatisfactory results. The Special Agent of the Secretary of the State of Colorado and the Mine Owners' Association requested that the bar be returned to the bank, as investigation indicated the fineness of gold and silver in deposit #4842 to closely correspond to bullion produced from a prominent mine in an adjacent mining district where considerable high grading had been going on, and it appeared that this bullion deposit had been stolen from that mine.

As requested by you, I am enclosing copies of the Treasurer's letters, dated August 6th and September 3rd, pertaining to the item of \$54.13 in my Bullion Account Current.

Referring to your request that our telephone bills be itemized, I have to say that our bills for September and October were so prepared and will continue to be hereafter.

~~Enclosed~~ purchase orders and supporting vouchers from

The Director of the Mint,

-2-

this institution will hereafter be signed either by the Superintendent or Acting Superintendent instead of the Chief Clerk, as directed by you. I wish to state, however, that I am informed that the Chief Clerk has signed such papers since this Mint was organized in 1904. The purchase order in support of August voucher No. 1 - Minor Coinage Metal Fund Account, for two tons of pig tin - is returned signed as per your instructions.

All the instructions in your letter pertaining to the preparation of the various accounts in this institution will be followed and, as requested by you, the bullion, abstract sheets, vouchers, etc. will be forwarded in future as promptly as possible after the close of each month.

Respectfully,



Frank E. Shepard,
Superintendent.

CH/T
Enclosures

Nov. 23, 1925

Director of the Mint,
Washington,
D. C.

Sir:-

I have to enclose the official bonds of the following
named employees of this institution, with premium receipts
attached:

Hayes, James C.....	in amount \$5,000, dated November 10, 1925
Burns, Fred W.	" " 5,000 " " 5, 1925
Monahan, Louis T.....	" " 5,000 " " 5, 1925
Welsh, William R.....	" " 5,000 " " 15, 1925

I am also enclosing premium receipts on the bonds of
Wm. M. Seegs, Hugh Murray Campers, George M. Hill, John A.
Lindhard, Elmer S. Smith, George W. Spencer, and Samuel R.
Whitaker.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

November 23, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have to request that a credit of \$2,000 be plac-
ed in the Contingent Fund Public Monies for the use of this in-
stitution to pay for postage in making coin shipments, and that I
be advised of same by wire.

Respectfully,

Frank E. Shepard

Frank E. Shepard
Superintendent

November 21, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have to request that you kindly arrange for the purchase and delivery at this institution of ten tons of nickel for minor coinage purposes, as our present stock is getting very low.

Our balance in the Minor Coinage Metal Fund today is \$30,374.

Respectfully,


Frank E. Shepard,
Superintendent.

OK/T

November 24, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I am forwarding this day by registered mail two special assay coins from delivery #139 made this day of \$100,000 in quarter eagles.

I will appreciate your approval by wire ^{of} these coins in order that they may be released to comply with shipping orders from the Treasurer.

Respectfully,


Frank E. Shepard
Superintendent

OK/T

November 25, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I am forwarding herewith some of the Accounts Current, forwarded with your letter of the 14th instant, bearing notations made by your office, which it is thought you may desire in checking the corrected and amended forms returned with my letter of the 23rd instant, and which were inadvertently omitted at that time.

Respectfully,



Frank E. Shepard,
Superintendent

OH/k

November 25, 1925

The Director of the Mint,
Washington, D. C.

Sir:

In order to enable the bookkeeper's office at this institution to prepare on the typewriter the various forms emanating from that office, I have to request authority to purchase one #3, 18-inch, Elite, Underwood Typewriter, and have to offer in exchange one #10, Remington Typewriter, BK 85375.

Respectfully,



Frank E. Shepard,
Superintendent.

OH/T

November 27, 1925

The Director of the Mint,
Washington, D. C.

Sir:

Referring to your letter of the 17th instant, the book-keeper has furnished the enclosed amended statement of encumbrances against our contingent appropriation for the fiscal year 1925, which I trust contains the information you desire.

Respectfully,



Frank E. Shepard,
Superintendent

CH/T
Enclosure

November 27, 1925

The Director of the Mint,
Washington, D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending December 31, 1925, I have to request that you cause a requisition to be drawn upon the Secretary of the Treasury against the appropriations for the support of the institution during the fiscal year 1926, in the following amount, with which I am to be held accountable under my bond, dated January 24, 1924:

Salaries and wages - - - - -	\$12,50.
Contingent expenses - - - - -	4.00.
Total - - - - -	\$16,50.

Respectfully,

Frank E. Shepard
Superintendent.

Y S E

Denver, Colo.,

November 26th, 1925.

The Director of the Mint,
Washington, D.C.

Will deliver one hundred fifty thousand dollars quarter eagles Monday. Will work automatic weighing machines four hours overtime, average daily output seventy thousand dollars completing order in eleven days.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

X

Denver, Colorado, November 30th, 1925.

The Director of the Mint,
Washington, D.C.

Coinage for month - Quarter Eagles two hundred fifty thousand dollars; Nickels seven thousand nine hundred dollars; One Cent bronze fifty five thousand four hundred dollars. Total three hundred thirteen thousand three hundred dollars.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

December 1st, 1925.

The Director of the Mint,
Washington, D.C.

Sir:-

I have to request that 5 pairs of Nickel dies
be manufactured for the use of this institution.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

Denver, Colo.,

December 1, 1925.

The Director of the Mint,
Washington, D.C.

Credit two thousand dollars needed by wire contingent expense public moneys
for coin shipments.

Official business Government rate,
Charge U. S. Mint, Denver, Colo.

Frank E. Shepard
Superintendent.

December 1, 1925

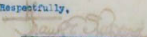
The Director of the Mint,
Washington, D. C.

Sir:

I have to acknowledge the receipt of your letter of the 27th ultimo, returning my letter of November 20th, addressed to the Comptroller General, concerning suspensions in my accounts for the period April to June, 1925. I have rewritten this letter and am enclosing it herewith and trust it will now be in satisfactory shape. I wish to thank you for your kind suggestions in this matter.

I am also enclosing July voucher #271 - Weidner Transfer & Storage Company, on which I trust the procurement procedure has been satisfactorily stated.

Respectfully,



Frank E. Shepard,
Superintendent

CH/T
Enclosures

December 1, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have to request authority to purchase one #3, 18-inch Elite, Underwood Typewriter for use in the bookkeeper's office at this institution, the cost of which is \$87.50. I desire to tender in part exchange one #10, Remington Typewriter, PK 85375, for which the local agency of the Underwood Typewriter Company states an allowance of \$20 will be made, thus reducing the net cost of the Underwood Typewriter to \$67.50.

Respectfully,


Frank E. Shepard
Superintendent

CE/T

December 1, 1925

The Director of the Mint,
Washington, D. C.

Sir:

In order to fill an order of the Treasurer for shipment of \$50,000 in circulated halves, I today found it necessary to break the seal on compartment No. 21 of the main storage vault, containing \$1,295,000 in half dollars, and removing therefrom ten sacks to complete this shipment. There was not sufficient time to wire you for authority and receive your reply before the departure of the train on which this shipment had to go forward, so I had your representative, Mr. McGilvray from the office of the Internal Revenue Collector come to the Mint and witness the breaking of the seal and the resealing of the compartment. I trust this action will meet with your approval.

As the contents of this compartment now constitute our only available stock of circulated half dollars, for which we receive shipping orders occasionally from the Treasurer, I have to recommend that I be authorized to break this seal when necessary to make the next shipment and to leave it unsealed to take care of these shipments.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent

CH/T

N I G H T.

Denver, Colo., December 1, 1925.

The Treasurer of the United States,
Washington, D.C.

In re harbor November thirtieth teeth habeon earth in Hidalgo delayed until
tomorrow. Could not prepare in time for train today.

Frank E. Shepard
Superintendent.

Official business, Government rate.
Charge U.S.Mint at Denver.

N I G H T.

Denver, Colo., December 2, 1925.

The Director of the Mint,
Washington, D.C.

In re your telegram this date will require dies for 1926 as follows: fifteen
obverse standard dollar; fifteen dime; ten reverse dime; ten pairs Nickel and
twenty obverse one cent.

Frank E. Shepard
Superintendent

Official business, Government rate.
Charge U.S.Mint at Denver.

December 2, 1925

The Director of the Mint,
Washington, D. C.

Sir:

Referring to your letter of the 28th ultimo, regarding some complaints from the Post Office Department in regard to the Denver Mint putting too much weight in the mail pouches, I have to enclose copy of a letter from the Treasurer of the United States, under date of October 12th, in which you will note I am instructed to put the maximum number of bags in each pouch up to the limit of 125 lbs.

I quite agree with you that these pouches are excessively heavy and that their weight should be restricted to that formerly observed in shipping coin from this institution and which you say now obtains at the Philadelphia Mint, as the manner in which we are directed to pack under the Treasurer's letter results in a very heavy sack, difficult to handle because of its weight and those handling it are inclined to drag it instead of lifting it, and this dragging will, of course, result in many tears, and no doubt, at times, in loss of coin, as a result of such tears. I would recommend, therefore, that I be instructed to limit the number of sacks to each pouch according to the number which formerly prevailed as regards all denominations. I append a schedule showing the number of pounds now contained in each pouch and the poundage formerly put in each mail pouch.

	<u>Now</u>	<u>Formerly</u>
Gold	\$50,000 - 111 lbs. Net	\$25,000 - 95 lbs. Net
Cents	180 - 125 " "	100 - 69 " "
Mix	550 - 122 " "	300 - 67 " "
Halves, Qrs. Dimes	2,000 - 111 " "	1,000 - 56 " "
Dollars	2,000 - 120 " "	1,000 - 60 " "

Respectfully,

Frank E. Shepard
Frank E. Shepard,
 Superintendent

CH/T
 Enclosure

December 2, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have your telegram of this date relative to our coinage after Christmas and am sending you a night message which I wish to confirm by saying that our 1926 die requirements on the basis of your telegram will be:

- 15 Obverse Dollar Dies
- 15 Obverse Dime Dies
- 10 Reverse Dime Dies
- 10 Pairs Nickel Dies
- 20 Obverse One Cent Dies.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent.

CH/T

RUSH

Denver, Colo., December 3, 1925.

The Director of the Mint,
Washington, D.C.

Moses tomorrow and including ninth instant have orders from Treasurer knock
quiver and guard figaro. Mob waive prior approval of special assay coins. Wire.

Frank E. Dapert
Superintendent.

Official business, Government rate.

Charge U.S. Mint at Denver.

Denver, Colo.,
Dec. 3, 1925

RUSH

Director of the Mint,
Washington,
D. C.

requested by
Coin shipment ~~halt~~ awaiting credit ~~extended~~ in telegram December first.

Official
~~Government~~ business, government rate,
Charge Mint at Denver, Colo.

Frank E. Dapert
Superintendent.

I U S N

Denver, Colo., December 3rd, 1925.

The Director of the Mint,
Washington, D.C.

Please explain to Treasurer shipments quarter eagles directed his telegram second instant will go forward as promptly as possible after approval of special assay coins. Entire amount necessary will be delivered by coinier tomorrow.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

N I G H T.

Denver, Colo., December 3, 1925.

Treasurer of the United States,
Washington, D.C.

Greens in contingent account public moneys received too late today knock halves as directed harbor second instant. Other faust second instant made bill.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

Denver, Colorado, December 4, 1925.

The Treasurer of the United States,
Washington, D.C.

Penny hanger try bill handle.

Frank E. Shepard
Superintendent.

December 4, 1925

Official business, Government rate,
Charge U.S. Mint at Denver.

The Director of the Mint,
Washington, D. C.

Sir:

I have to acknowledge receipt of your letter of the 23rd ultimo relative to the continuance in the service of Mr. James E. Hall, helper in this institution, and I am enclosing, duly executed, forms Nos. 400 and 234 for your approval in the premises.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent

CH/T
Enclosures

December 4, 1925

The Director of the Mint,
Washington, D. C.

Dear Mr. Grant:

I have given careful thought to your letter of the 16th ultimo and after conference with Department Heads do not believe the work formerly done by George R. Whitney can be distributed among the other clerks without impairing the general routine. I wish to assure you that I am earnestly desirous of economizing in every way possible consistent with the expeditious prosecution of our work, and submit for your approval the following recommendations which will result in a net saving of \$1,145.45.

1. That Carl H. Krueger, now employed as clerk at \$1,860 per annum, be advanced to \$2,100 per annum to perform the duties of George R. Whitney effective December 1st. I have to say in this connection that after Mr. Whitney's departure we found it necessary to detail some one to do this work and so Mr. Krueger was assigned to these duties and is now performing same in a very acceptable manner.

2. That George M. Spencer, at present employed as clerk at \$1,860 per annum, be increased to \$2,100 per annum, effective January 1, 1926. Now that Mr. Malmstrom has been taken out of the M. & N. Department, considerable additional work has devolved upon Mr. Spencer and I am enclosing a communication from Mr. Wilson, which has my endorsement.

3. That C. J. Blanchard, now employed as helper at \$1,200 per annum, be increased to the same wage as the other helpers at this Mint, namely, \$5.35 per day, this increase to be effective from January 1, 1926.

Mr. Blanchard, in addition to acting as elevator pilot, frequently fills the places of other helpers who are absent and also assists in making coin shipments, and I feel that it is only just that he should receive the same compensation that other men performing the same work are now receiving.

G. M. Hill, Skilled workman, formerly employed in the Coining Department at \$5.70 per day, is now acting storekeeper in place of Mr. Krueger, having formerly filled that position. No change to be made in his compensation.

I have to state for your information the arrangement of

The Director of the Mint

-2-

the personnel as it affects these employees.

We formerly had -

George R. Whitney, Clerk at	\$2,100.00	
C. H. Kruger, Clerk at	1,860.00	
G. M. Hill, Skilled Workman at	1,784.10	
G. N. Spencer, Clerk at	1,860.00	
C. J. Blanchard, Helper at	1,200.00	\$8,804.10

If you concur in my recommendations, we will have -

C. H. Kruger, Clerk at	2,100.00	
G. N. Spencer, Clerk at	2,100.00	
G. M. Hill, Skilled Workman -		
(acting storekeeper) at	1,784.10	
C. J. Blanchard, Helper at	1,674.55	7,658.65
Saving effected from previous rates		<u>\$1,145.45</u>

I believe the above increases are deserved and will promote efficiency and I hope you will feel you can approve them.

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent

T.
Enclosures

December 4, 1925

The Director of the Mint,
Washington, D. C.

Si,

Receipt is acknowledged of your letter of November 30th returning oath executed by Clarence C. Malmstrom, who found it necessary to be sworn by Charles W. Bishop, Clerk, United States District Court, District of Colorado, on account of the absence from Denver of the Judge of the United States District Court on that date.

I regret that the original oath was not in proper form and an enclosing oath of office by Mr. Malmstrom sworn to, on December 4th, before Judge J. Foster Syme, United States District Judge, Colorado.

Respectfully,



Frank M. Shepard,
Superintendent

FBI/T

Enclosures -

Oath of Office Nov. 16, 1925

Oath " " Dec. 4, 1925

December 4, 1925

Treasurer of the United States
Washington, D. C.

Sir:

Referring to your telegram of this date, stating that test word "bill", as used on my telegram of the 3rd to you, is incorrect, I have to say that this word is No. 7 on the list forwarded from your office July 15, 1921. the previous words on this list having been used as follows:

1. Arch - December 5, 1922
2. Asse - July 9, 1924
3. Bake - November 2, 1924
4. Balk - December 5, 1924
5. Beef - September 5, 1925
6. Bent - October 12, 1925
7. Bill - December 3, 1925.

Please advise me wherein this does not agree with the record in your office, and oblige

Respectfully,


Frank E. Shepard
Superintendent

CH/2

Denver, Colo., December 5, 1925.

The Director of the Mint,
Washington, D.C.

Please forward five pairs dime dies as soon as convenient.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S.Mint, Denver.

H I G H W

Denver, Colo., December 5, 1925.

The Director of the Mint,
Washington, D.C.

Please hold Hall's application for extension under retirement act until you
receive my letter of this date.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S.Mint at Denver.

pGR

Denver, Colorado, December 5, 1925.

The Director of the Mint,
Washington, D.C.

Brain tooth garden new birds directed by Treasurer request authority break
seal in presence your representative McGillvray compartment three main storage
vault containing twenty nine million mixed gold coin.

Frank E. Shepard.
Superintendent.

Official business, Government rate,
change U.S. Mint at Denver.

December 5, 1925

The Director of the Mint,
Washington, D. C.

Sir:

As requested in your letter of the 18th ultimo, I am enclosing a list giving the date of birth of each employee of this Mint, showing the day, month and year in each case. These dates have been verified by the employees and they have also initialed their personnel record cards.

You will note from this list that J. E. Hall is the only one who has reached the retirement age at this time and I forwarded you yesterday his application for extension from the period when he became eligible under Executive Order of August 22, 1925. As Mr. Hall is sixty eight years of age, and therefore three years over his retirement age, will you please advise me if these papers will suffice in his case, or whether a new set shall be executed to cover the additional year?

Respectfully,

Frank E. Shepard
Frank E. Shepard
Superintendent

CH/T
Enclosure

Dec. 8, 1925.

SUMMARY OF DOMESTIC AND FOREIGN UNREFINED
BULLION RECEIVED DURING THE MONTH OF NOVEMBER, 1925.

	<u>Gold</u> <u>Fine Ounces</u>	<u>Silver</u> <u>Fine Ounces</u>
Total unrefined domestic bullion--	23,011.481	31,161.86
Total unrefined foreign bullion --	424.026	3,085.97
Total ---	23,435.507	34,247.85

No foreign silver coin

Frank B. Rowland

Superintendent.
 CHX

The Director of the Mint,
 Washington, D. C.

December 8, 1925

The Director of the Mint,
Washington D. C.

Sir:

As requested in your circular letter of the 25th ultimo,
I am enclosing form MB.61, showing the gold and silver receipts
at this institution during the first eleven months of the pres-
ent year, plus estimated receipts for the month of December.

Respectfully,

Frank E. Shepard,
Superintendent.

December 8, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have to request that fifty ounces of proof
gold be shipped from the Mint at Philadelphia for the
use of the Assay Department of this institution.

Respectfully,

Frank E. Shepard,
Superintendent.

CR/T

The Director of the Mint

Mint of the United States.

Denver, Colorado, December 9, 1925

						Workmanship
Supt. M. & R.	8	20	1	30	7	---
Milner, J. W.						---
Supt. Coin		27				---
Sells, J. C.						---
Chief Clerk		25	4		3	
Winick, Oscar						100
Cashier		30				
Phillips, B. W.						75
Asst. Assayer		29	7		4	
Bowen, W. F.						100
Assayer's Asst.		18	3	45	1	
Hall, D. E.						100
Bookkeeper	1	2	24	3		
Denkels, H. J.						100
Weigh Clerk	2		27	1	30	
Brierley, G. F. W.						100
Asst. Chief Clerk	5		17	6	30	2
Ford, E. C.						100
Clerk Class 5	1		29	7	15	9
St. John, Farnum						100
Asst. Cashier			25	2	30	
Leech, E. F.						100
Coin Clerk			28	1	30	1
Belknap, Fred D.						100
Clerks Class 4			23	4	15	
Munroster, W. F.						100
Clerks Class 3	2		28	5	30	1
Krueger, C. E.			30			100
Spencer, G. H.					19	
Private Sec'y						---
Torrence, Frances E.						100
Supt. Mints		28	4			
White, R. H.						90
Capt. of Watch		17	6		1	
Smith, G. H.						100
Lieut. of Watch		26	4			
Wiedinger, Peter						100
Doorkeeper		26	1			
Leyman, Joseph						95
Telephone Operator	1	30	26	2	15	7
McKee, Agnes D.						95
Watchman		19	4			
Driscoll, Joseph		20				95
Bradley, B. G.						95
Krieger, Harry	6		7			
Newton, Allen		23	4			95
Welsh, J. F.		26				95
Blanchard, V. J.		28	6			90
Asst. Custodian		27	4	30	1	
Karpen, F. H.						100
Fireman		27				
Gyrris, B. J.						

NAME

ANNUAL, V. P.					SEC.		WITNESS		MILITARY	
CURRENT MONTH		TOTAL FOR YEAR			CIA. POST MONTH	TOTAL FOR YEAR	CURRENT MONTH	TOTAL FOR YEAR	CIA. POST MONTH	TOTAL FOR YEAR
DATE	AGE	DATE	AGE	AGE	N.	DATE	DATE	AGE	DATE	AGE

REMARKS.

Poreash

Frady, Pudel

32

13

2

5

95

Isash, W. H.

28

5

30

4

100

Kennel, P. R.

1 30

29

45

100

Freking, F. W.

30

3

100

Tucker, F. W.

25

5

90

Helpers

Sucher, G. J.

26

5

30

3

100

Dexter, A. J.

30

95

Guthner, A. L.

28

3

15

2

3

95

Clark, R. M.

28

30

95

Flannery, Frank

95

Coff, J. W.

1

95

Hall, J. E.

28

4

16

90

Kennon, F. J.

28

4

95

Ligon, Ada

28

3

95

McCarthy, J. W.

28

1

95

Russell, R. G.

28

6

30

95

Smith, E. G.

4

28

4

17

90

Smith, E. G.

29

5

30

8

95

St. Peters, W. J.

1 30

39

4

30

2

95

Campbell, W. G.

26

1

30

1

2

95

Jr. Assayers

Connors, H. M.

30

29

7

45

3

95

Ryan, Patrick

28

4

3

90

Laborer

Williams, Lon

29

2

2

95

Machinist

Smith, F. F.

30

28

6

95

Melters

Donahue, J. J.

25

100

Isme, F. H.

25

4

30

95

Lundhard, J. A.

28

4

95

Whitaker, G. B.

2 30

29

4

1

3

100

Scale Repairer

Moemner, E. F.

30

29

4

100

Sk. Workmen

Tinker, J. F.

29

6

30

1

100

Hagenny, J. A.

28

3

100

Beggs, L. H.

2 30

29

5

30

95

Bell, K. G.

28

15

100

Gain, J.

30

3

6

90

Halden, R. L.

1

29

3

6

12

95

Hill, G. M.

2

30

1

95

NAME	ABSENCE						DUES		WITHOUT PAY				MUTUAL		REMARKS	
	EXCESS FROM JAN. 1.						DUE FROM JAN. 1.	TOTAL FROM JAN. 1.	CLOSING MONTH		TOTAL FROM JAN. 1.		DUE FROM JAN. 1.	TOTAL FROM JAN. 1.		
	DATE	DATE	DATE	DATE	DATE	DATE			DATE	DATE	DATE	DATE				
Sk. Workman																
Waters, R. G.	2		29	1	30			12								100
Tamblyn, W. H.			28	4				1								90
Sk. Laborer																
Spedler, L. E.			29	6				2								95
Tem. Sk. Workman																
Williamson, E. M.				4												95
Unclassed Laborer																
Larris, Singleton	10		24	7				2								95
Foreman Refinery																
Bozstadt, Geo. Jr.			27	6	45			4								100
Foreman P & M Bm.																
Stoddard, K. T.			31					10		30						100
Helpers																
Boswell, W. G.			28	7	15											90
Dardis, B. N.			29	30				4								95
Eggert, A. I.			28	4												95
Hayes, J. G.	2		29	3				1								95
Hobson, J. B.			28	4												90
McClung, B. F.			28	4	30			5								95
Monahan, L. T.			30					2	4							95
Wilcox, S. B.	12		28					30		61						95
Molter																
Walsh, W. R.			24	7	30											100
Sk. Workman																
Arnold, R. G.			28	5												100
Baskind, Harry			28	5												100
Laborer																
Webb, A. H.			30					30		20						90
Private Socy.																
Platt, Virginia,			29	3	30			30	15	31						Designed close Nov. 15th.
Clerk																
Whitney, G.R.,			28	4				7	14	14						Dropped close Nov. 14th.

Frank E. Shepard,
Superintendent

N I G H T

Denver, Colo., December 9, 1925.

The Director of the Mint,
Washington, D.C.

Coiner having on yesterday completed your order for one million dollars in quarter eagles has balance on hand of one hundred seventy thousand dollars of this denomination. May he deliver these coins.

Superintendent

Official business, Government note,
Charge U. S. Mint at Denver.

November 9, 1925

The Director of the Mint,
Washington, D. C.

Mr:

I have to advise that the following changes were made in
the personnel of this institution during the month of November:

Appointments

Clarence C. Walstrom, appointed Assayer, at \$10 per annum, November 16.
Vice A. E. McMahon; Oath dated
Mrs. Frances Torrence, appointed private secretary to
Superintendent; \$1,500 per annum, Vice Miss Virginia
Platt; Oath dated - November 16.

Dropped from Rolls

A. E. McMahon, Assayer, at \$5,300 per annum effective close
of business - November 15.
George R. Whitely, Clerk, at \$2,100 per annum effective close
of business - November 14.

Resigned

B. B. LaPollette, Junior Assayer, at \$6.50 per day, effective
close of business - November 15.
Miss Virginia Platt, Private Secretary to Superintendent, at
\$1,500 per annum, effective close of business - November 15.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

N I G H T

Denver, Colo., December 10th, 1925.

The Director of the Mint,
Washington, D.C.

Request authority to accept proposal of United States Nickel Company - lowest of five received - for ten tons nickel thirty seven and half cents per pound. Balance in minor coinage metal fund today thirty nine thousand one hundred thirty one dollars.

Frank E. Shepard
Superintendent.

Official business, Government rate,
Charge U.S. Mint at Denver.

December 11, 1925

The Director of the Mint,
Washington, D. C.

Sir:

At the close of settlement last summer the coinier had on hand a number of "light" double eagles, *(with the proper balance, of course)* and it was suggested to the Director when he last visited this institution that enough "heavies" be struck before the close of the present calendar year to balance these "lights", in which he concurred - hence this delivery of double eagles at this time.

Respectfully,

Frank E. Shepard
Frank E. Shepard,
Superintendent.

CE/T

December 11, 1925

The Director of the Mint,
Washington, D. C.

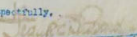
Sir:

Referring to your letter of the 8th instant, relative to examination and monthly report regarding the melting records at this institution, I have to say that when Form 936-a was ordered discontinued by you in December 1923, it was so understood that only unusual losses would be reported to the Bureau.

However, as directed in your letter, I now have to report that the melting records of the Weigh Clerk of this institution for the month of November 1925, have been examined and the difference in weight before and after melting, also the percentage of loss in melting are usual and fairly result from the nature of the deposit in each case.

Please advise if the monthly report as above will be satisfactory and if I have understood your desire in this matter.

Respectfully,


Frank E. Shepard,
superintendent.

CH/T

December 12, 1925

The Director of the Mint,
Washington, D. C.

Sir:

am returning official bond of Sheridan B. Wilcox in the penum of \$5,000 for the position of helper, with the request that the amount of this bond be changed to \$5,000, covering the position of melter, to which last position Mr. Wilcox was promoted in October.

Respectfully,


Frank E. Shepard,
Superintendent

CE/T
Enclose

December 12, 1925

Mrs. R. J. Grant,
Director of the Mint,
Washington, D. C.

Sir:

Having reference to my letter of December 4th, also your reply of December 7th, with reference to changes in the arrangement of our office force, I wish to advise as follows:

Referring to my assignment of G. M. Hill to the ^{4th} to room after detailing Krueger to the Cashier's office, I ^{say} ~~say~~ this was done because Hill was employed in that capacity some years ago and filled the position satisfactorily, as ^{he} ~~he~~ has considerable clerical ability, and receiving less compensation than Krueger, the storeroom would be less of a cost in ^{our} ~~the~~ general operations. However, as you think under this arrangement our storeroom still costs too much, I have to suggest that Mr. Spencer be detailed to do this work, his compensation being \$5.50 per day. Mr. Hill to return to the coining department as formerly. This would result in a net saving of \$185.45 in the operation of our storeroom under the amount paid Krueger.

With reference to Mr. Krueger and Mr. Blanchard, I have, under separate letter, recommended that Mr. Krueger be assigned to the position of Clerk in the Cashier's office to succeed Mr. Whitney - Krueger to have a salary of \$2,000 per annum instead of \$2,100, which was Mr. Whitney's former salary.

I have also recommended that the wages of Mr. Blanchard be increased from \$1,200 per annum to \$1,500 per annum on account of the duties which we are requiring of him in addition to the elevator service.

I note what you say with reference to Mr. Spencer and realize that under the statutory provision for the years 1925-6 it will not be possible to make any increase in Mr. Spencer's salary.

Trusting that these final arrangements will meet with your approval, I am

Respectfully yours,

Frank E. Shepard, Superintendent.

December 12, 1925

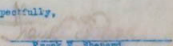
The Director of the Mint,
Washington, D. C.

Sir:

I have to recommend that Carl H. Krueger, Clerk at present employed at \$1,860 per annum, be advanced to \$2,000 per annum, to perform the duties formerly discharged by George R. Whitney, dropped from the rolls on November 14th last, this increase to be effective December 15th.

I also have to recommend that C. J. Blanchard, Helper at present employed at \$1,200 per annum, be increased to \$1,500 per annum, effective January 1st, 1926.

Respectfully,



Frank E. Shepard,
Superintendent.

December 12, 1925

Hon. W. J. Grant,
Director of the Mint,
Washington, D. C.

Dear Mr. Grant:

Enclosed herewith please find Mr. Wilson's report,
dated December 11th, 1925, regarding tests he made on the
Lava Crucibles.

The plan Company has already forwarded to us
samples of "Super Mint Special 500 Crucibles." As soon as
they are received and proper test made, we will report re-
sults.

Respectfully,

Frank E. Shepard

December 12, 1925

The Director of the Mint,
Washington, D. C.

Sir:

Complying with request in our circular letter of the
24th instant, I append a list of articles purchased during the
fiscal year 1925, which I believe will come under the 11% for-
warded by you from the United States Tariff Commission.

Respectfully,

Frank E. Shepard

		.50
1	Blow pipe #757	.75
1	Magnifying glass.	9.84
2	Porcelain Crucibles, low form #2	15.84
6	Porcelain Crucibles, #1	2.00
2	Thermometers	4.80
1	Hydrometer	9.90
12	Six-pint porcelain pitchers	
1	32 Litre Aspirator, bottle with Glass stopper	77.91
6	Porous cells, 18 x 18 x 2"	76.80
2	Stoneware jars, 20-gal.	5.00
12	7 cc Pipettes	3.72
12	Casseroles, size 4	.66
2	Stoneware acid proof tanks	76.00
3	Earthenware jars, 30-gal.	15.00
1	Calibrating & repairing gauge, Serial 7897, mod. 10	22.79
1	Platinum basket	26.00
50	Platinum thinbles	78.12
1	Porcelain spoon	3.30
2	Porcelain spoons	1.50
2	Base metal thermo - couples for Brown pyrometer	48.00
2	Precipitating jars, 16 pts.	5.50
2	Do 24 "	9.00
1	Magnifying glass	2.00

December 14, 1905

The Director of the Mint,
Washington, D. C.

Sir:

Referring to your letter of the 9th instant, I am returning one copy and duplicate of regular Account Current for the month of October amended and corrected as per pencil notations on the duplicate copy forwarded here by you.

Referring to memorandum of Bullion Received and Deposit Certificate on Bullion Deposit #621, I have to say that the memorandum of Bullion Received was incorrectly made in the name of S. Wiler & Company, and I am enclosing a new receipt to accompany the certificate, on which the name is correctly stated.

I am also enclosing schedule of collections for the month of October, covering in detail items of seigniorage which accrued on subsidiary silver, nickel and bronze coins - the bookkeeper having omitted to forward these previously as these items appeared in the Bullion Account Current, which he thought would suffice. Schedule of collections for November also enclosed.

In regard to the registered mail receipt, covering the cash payment to McIntyre & Ringer, on Deposit #791, I have to say that Post Office Registry Receipt #35087 was forwarded with the warrant covering this deposit - the cashier in forwarding this cash payment not having asked for a return registered receipt on account of the 3¢ charge imposed. If it is your wish that these receipts be obtained, please advise me, as they have not been requested since the imposition of the 3¢ charge.

Regarding Bullion Abstract Sheet, page 3, correction has been made in the footing of the Melting Column to read "\$171.80", instead of "\$61.80", and a correction has also been made in the footing of the Total Charges Column to read "\$1,506.47", instead of "\$1,606.47."

In regard to the deduction for nine days sick leave, without pay, - A. E. Webb, laborer at \$4 per diem - I have to say that this deduction was correctly made, as Webb had exceeded his regular allowance for sick leave and annual leave, and notation of such absence was inadvertently omitted from my report on Absence and Efficiency for the month of October.

Respectfully,

Frank H. Shepard, Superintendent
By *Sam. H. Hinchey*

Acting Superintendent.

CH/T
Enclosures

December 15, 1925

The Director of the Mint,
Washington, D. C.

Sir:

Referring to my letter of November 28th last, I now have to request authority to purchase the following supplies for the use of this institution from the Globe-Wernicke Company, Washington, D. C., the item numbers and cost prices being taken from the catalogue of General Supplies Committee for the fiscal year, 1926.

- | | |
|---|-------------|
| 1 - No. S.G. 25 Upr. V.L., four-drawer letter file, steel, olive green finish, item #9264-d | \$20.50 ea. |
| 2 - Sets No. 541-3 Pressboard guides, 25 div. A to Z, item 1450-a-1-bb, | 1.18 set ✓ |
| 2 - Sets 641 Alpha. misc. folders, 25 Div., item 1450-a-2-co. | .50 set ✓ |

Respectfully,

Frank E. Shepard

Frank E. Shepard,
Superintendent

CH/T

December 16, 1925

The Director of the Mint,
Washington, D. C.

Sir:

As requested in your letter of the 12th instant, I am enclosing abstract, in duplicate, of the official record of Mr. Fred A. Buell, who was employed as electrician at this Mint from January 16, 1906 to July 22, 1906.

Respectfully

Frank E. Shepard
Frank E. Shepard,
Superintendent

CH/T
Enclosure

Denver, Colo., December 17, 1925.

The Director of the Mint,
Washington, D.C.

By working eight hours overtime beginning tonight and sixteen hours Sunday
can deliver coin cents today and milady Monday afternoon.

Paul E. Saper
Superintendent.

Official business, Government rate,
Charge U.S.Mint at Denver.

December 18, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I have to request that you kindly supply for the
use of the Superintendent of Machinery in this institution -

- 1 - Roll of tracing linen, 24 yards long
and 36 inches wide, sample enclosed,
- 1 - Dozen, 3/4 oz. bottles, Higgins's water-
proof India ink, black.

Respectfully, FRANK E. SHEPARD, Sept.

By

Dean Hinrichs
Acting Superintendent

CH/T
Enclosure

Dec 19, 1925

Telegram to
Treasurer U.S. Washington
copied in new book, page 1.

Ford

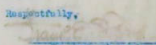
December 23, 1925

The Director of the Mint,
Washington, D. C.

Sir:

I am enclosing voucher in amount of \$5,054 for reimbursement to ^{our} Salaries and Wages appropriation from the "Special Fund - Charges on Silver Dollar Bullion Sold", to cover extra expenses incident to the refining of Pittman silver bullion during the second quarter ending December 31st of the present fiscal year, the apportionment of our appropriation being exceeded by that amount.

Respectfully,


Frank E. Shepard,
Superintendent

CH/T
Enclosure

December 24, 1925

The Director of the Mint,
Washington, D. C.

Sir:

To enable me to meet the expenditures of this institution for the month ending January 31st, 1926, I have to request that you cause a requisition to be drawn upon the Secretary of the Treasury against the appropriations for the support of this institution during the fiscal year 1926, in the following amounts, with which I am to be held accountable under my bond dated January 14, 1924:

Salaries and Wages - - - -	\$15,500.
Contingent expenses - - - -	2,000.
	17,500.

Respectfully,

Frank E. Shepard,
Superintendent

CH/T

